

# CAPABILITY STATEMENT

Acquisition Professionals (AP) LLC is an award winning minority owned, Economically Disadvantaged Woman-Owned Small Business (EDWOSB), certified 8(A), International Organization for Standardization (ISO) 9001:2015 certified company. AP provides the right technical solution via accountability, proficiency and integrity on administrative, acquisition and grants, program and financial management and IT support service contracts to federal clients.

## AP LLC provides an integrated approach in the following Core Areas:

### Acquisition Management

- Cradle-to-grave Life-cycle Management
- Acquisition Planning & Milestones
- Market Research & Strategy
- Independent Government Estimates
- Source Selection & Evaluation
- Performance Work Statement & QASP
- Debriefings & Protests
- Contract Administration
- Contract Closeout
- Lessons Learned

### Program Management

- Best Project Management Practices
- Stage Gate Approach
- Project & Program Kick-Off
- Risk Management
- Scope Management
- Schedule Development
- Monitoring & Control
- Project Closeout
- Portfolio Governance

### Information Technology Services

- Enterprise Architecture
- Cyber Security
- IT Governance
- Systems/ Network Administration
- Operations & Maintenance
- IT Asset Management
- Business Process Re-engineering
- Systems Life Cycle Planning
- IT Acquisition Reviews
- Systems Implementation
- Engineering Support
- Web Design and Development
- Network Planning, Design & Integration
- Information Assurance
- Artificial Intelligence

### Administrative Support

- Schedule Management
- Office Management
- Inventory Control
- Logistical Support
- Travel Coordination & Scheduling
- Clerical Support
- Human Resources

### Financial Management

- Accounting
- Budget Execution
- Budget Formulation
- Financial Control & Reporting
- Records & Documentation

### Awards and Recognition

- Received the **BOW Knows Growth Honorary Award** (2023) - after successfully growing company sales over 20% in a year
- Featured in the **Inc. 5000** list of the fastest-growing private companies in America (2021-2023) after accomplishing 227% of growth in 2 years.

### Testimonials

"Great instructor! Very knowledgeable and personable. Very well presented, kept interesting and relevant." - NGA

"The team reported back on the excellent communication and quick actions taken by your team to ensure all contract awards were successfully executed. We appreciate all of you!" - Dept. of Labor

"(He) proactively reached out to make sure the individual understood the process and helped him streamline it-in the customer's words he truly went above and beyond." - FBI

## SBA Business Opportunity Specialist Zorana Richardson

Virginia (Richmond) District Office  
U.S. Small Business Administration  
[zorana.richardson@sba.gov](mailto:zorana.richardson@sba.gov)

Office: (804) 215-8848  
Cell: (202) 805-2464

### Contract Vehicles

GSA PSS Schedule - GS47QRAA18D00FJ  
GSA 8A STARS III - Contract #: 47QTCB22D0002  
Navy Seaport NextGen (Subcontractor)  
Contract #: N00178-19-D-8657 / N0017819D8093

### NAICS CODES

518210	541611*	561320
541219	561210	561410
541512	541618	561990
541513	541990	611430
541519	561110	

### UEI NUMBER

QPX7HPXJX733

### CAGE CODE

758C9

### Clients Supported In

- District of Columbia
- Maryland
- Virginia
- Pennsylvania
- North Carolina
- Georgia
- Alabama
- Louisiana
- Illinois
- California

### Contact Us

Luwanna K. Clark, President/CEO  
[bd@acqpros.com](mailto:bd@acqpros.com)  
(703) 665-0777



# Past Performance

## Prime Contracts

<b>Client:</b> Food and Drug Administration (OAGS) <b>Contract Type:</b> Labor Hour	<b>Description:</b> Acquisition Support <b>Contract #:</b> 75F401-21-C-00139	<b>Contract Value:</b> \$3.3 million
<b>Client:</b> U.S. Department of Agriculture (PMO) <b>Contract Type:</b> Firm Fixed Price (FFP)	<b>Description:</b> Contract Support <b>Contract #:</b> 12RADZ-21-F-0201	<b>Contract Value:</b> \$927,000
<b>Client:</b> U.S. Department of Agriculture (PMO) <b>Contract Type:</b> Firm Fixed Price (FFP)	<b>Description:</b> Appraisal Assistant Support <b>Contract #:</b> 12RADZ-21-F-0202	<b>Contract Value:</b> \$950,000
<b>Client:</b> GA Army National Guard <b>Contract Type:</b> Firm Fixed Price (FFP)	<b>Description:</b> HR Support Services <b>Contract #:</b> W912JM-21-C-0013	<b>Contract Value:</b> \$721,000
<b>Client:</b> GA Army National Guard <b>Contract Type:</b> Firm Fixed Price (FFP)	<b>Description:</b> Administrative Support for Recruiting and Retention <b>Contract #:</b> W912JM21C0007	<b>Contract Value:</b> \$862519.20
<b>Client:</b> Centers for Disease Control and Prevention <b>Contract Type:</b> FFP	<b>Description:</b> Program Management Support Services <b>Contract #:</b> 75D30122C13514	<b>Contract Value:</b> \$2,492,811
<b>Client:</b> Department of Labor <b>Contract Type:</b> BPA Time & Materials/FFP	<b>Description:</b> Acquisition & Administrative Management Support Services <b>Contract #:</b> 1605DC-20-A-0011	<b>Contract Value:</b> \$38 million
<b>Client:</b> Bureau of Fiscal Service <b>Contract Type:</b> FFP	<b>Description:</b> Office Manager <b>Contract #:</b> 20341820F00003	<b>Contract Value:</b> \$429,008
<b>Client:</b> Bureau of Fiscal Service <b>Contract Type:</b> FFP	<b>Description:</b> Environmental Scientist Technical Support <b>Contract #:</b> 20341821C00001	<b>Contract Value:</b> \$568,921
<b>Client:</b> Federal Mediation Conciliation Services <b>Contract Type:</b> FFP Labor Hour	<b>Description:</b> Acquisition Support Services <b>Contract #:</b> 93310019F0002	<b>Contract Value:</b> \$461,669
<b>Client:</b> Equal Employment Opportunity Commission <b>Contract Type:</b> FFP Labor Hour	<b>Description:</b> Acquisition Closeout Support <b>Contract #:</b> 45310019F0159	<b>Contract Value:</b> \$189,795
<b>Client:</b> United States Patent & Trademark Office <b>Contract Type:</b> FFP	<b>Description:</b> Acquisition Support Services FFP <b>Contract #:</b> 1333BJ20F00002011	<b>Contract Value:</b> \$1,146,239
<b>Client:</b> National Institute of Health <b>Contract Type:</b> Labor Hour	<b>Description:</b> Acquisition and Program Support Services <b>Contract #:</b> 75N92021P00192 / 75N92022P00094	<b>Contract Value:</b> \$1,235,457 / \$1,180,927

## Subcontracts

<b>Client:</b> Federal Emergency Management Agency <b>Contract Type:</b> IDIQ Firm Fixed Price (Subcontractor to Seventh Sense)	<b>Description:</b> Acquisition and Contract Administration Support <b>Contract #:</b> 70FA4018F00000143
<b>Client:</b> FBI SOAPS Task Order #84 <b>Contract Type:</b> FFP Labor Hour (Subcontractor to TMR)	<b>Description:</b> IT Enterprise Asset Management Support <b>Contract #:</b> DJF-17-1200-D-0002506
<b>Client:</b> Food and Drug Administration <b>Contract Type:</b> Labor Hour (Subcontractor to RedSky)	<b>Description:</b> CTP Call Center Support <b>Contract #:</b> 75F40121C00041 (75F40119C10043 prior)
<b>Client:</b> Dept. of Energy <b>Contract Type:</b> Labor Hour (Subcontractor to Seventh Sense Consulting)	<b>Description:</b> Procurement Support <b>Contract #:</b> 89303022FMA400474
<b>Client:</b> NIH NITAAC <b>Contract Type:</b> FFP Labor Hour (Subcontractor to Seventh Sense Consulting)	<b>Description:</b> NITAAC Program Support Services <b>Contract #:</b> HHSN263201700241U
<b>Client:</b> U.S. Department of State <b>Contract Type:</b> FFP Labor Hour	<b>Description:</b> Program Management <b>Contract #:</b> 119AQMM-21-F-3038