

# CAPABILITY STATEMENT



**Legal Name:** Benoit & Associates LLC  
**Primary Contact:** Helena Benoit, Principal & Founder  
**Website:** www.benoit.associates

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## Company Data

Benoit & Associates is a Virginia-based professional services firm providing operational, administrative, and program support to government agencies and prime contractors.

**Legal Name:** Benoit & Associates LLC  
**Location:** Lake Ridge, VA  
**UEI:** CD12LMFHQWC5  
**CAGE:** 1ACX0  
**NAICS:** 541611 · 561110 · 541990  
**Certifications In Progress:**  
WOSB (SBA), SWaM (Virginia)

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## Core Competencies

Providing embedded operational and administrative support designed to help programs, leadership teams, and initiatives run efficiently, with clear communication, structure, and accountability. All services are structured to align with federal contracting standards and documentation requirements.

- Administrative and operational support for government and compliance-driven programs
  - Program coordination, scheduling, documentation, and stakeholder communications
  - Development of SOPs, internal documentation, and process improvement plans
  - Research and analytical support for decision-making and reporting
  - Executive, project, and leadership support focused on clarity and continuity
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## Differentiators

- Hands-on engagement directly led by founder — no unnecessary layers or handoffs
  - Proven experience supporting executive leadership, boards, and cross-functional teams
  - Adaptable structure: support scales with program or project needs
  - Reliable execution with an emphasis on precision, confidentiality, and follow-through
  - Balanced approach combining operational execution with advisory insight
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## Past Performance

- Chief of Staff experience supporting C-level leadership, board operations, and cross-functional program delivery
- Administrative and operational support for national nonprofit and technology initiatives
- Project coordination and process organization for compliance-driven teams
- Development of documentation, reporting, and communication structures to support continuity and accountability
- *(Detailed references available upon request)*