CAPABILITY STATEMENT

Company Name: Benoit & Associates
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Location: Woodbridge, VA

Company Data

Benoit & Associates delivers project-based Business Process Re-engineering (BPR), Information Governance, and operational process optimization to state agencies and prime contractors. We specialize in executing turnkey workflow modernizations, stabilizing data tracking architecture, and remediating complex legacy records repositories to enforce strict regulatory compliance and optimize public asset utilization.

Legal Name: Benoit & Associates LLC
eVA Supplier ID: VA10137430
NIGP Codes: 91875 · 95882 · 91883 · 91887 · 91806 · 96190 · 95868 · 96102
Socio-Economic Set-Aside Status: SWaM (Virginia - Certification Pending)
UEI: CD12LMFHQWC5 | **CAGE:** 1ACX0
NAICS: 541611 · 541614 · 541990 · 561110

Core Competencies

- **Business Process Re-engineering (BPR):** Designing automated workspace task architectures (Asana/Notion), deploying labor-utilization models, and structuring operational tracking metrics.
- **Information Governance & Records Remediation:** Executing systemic inventory audits, legacy archival repository restructuring, document digitization protocols, and secure data chain-of-custody tracking systems.
- **Operational Compliance & Recovery:** Executing rapid-turnaround administrative interventions to permanently eliminate high-volume transactional backlogs and authoring regulatory Standard Operating Procedures (SOPs).
- **Research & Analytical Project Support:** Synthesizing complex raw indicators into advanced business data visualizations (SQL, Tableau) for executive and board-level reporting.
- **Turnkey Program Execution:** Deliverable-focused operational management structured to stabilize, scale, and secure organizational project continuity in highly regulated compliance environments.

Differentiators

- **20+ Years of Institutional Stability:** Direct background handling sensitive operational support pipelines for global defense leaders (Raytheon, Northrop Grumman) and premier professional service institutions (PwC).
- **Audit-Ready Precision:** Verifiable track record processing between 200 and 600 complex corporate regulatory contracts per quarter with a zero-defect metric.
- **Agile Technology Integration:** Technical expertise bridging advanced business analytics (SQL, Tableau, Looker Studio) with modern operational project management ecosystems.

Past Performance

- **Tech for Campaigns:** Executed operational workflow optimization as Chief of Staff; engineered centralized project task pipelines (Asana/Notion) and structured compliance onboarding trackers for 30+ cross-functional personnel to ensure continuous program execution.
- **Optic Sky Productions:** Delivered financial process integration as Business Operations Specialist; cleared a historical $300K expenditure backlog to secure critical state tax incentives and migrated operations to an automated enterprise expense platform, slashing processing cycles by 90%.
- **CareFirst BlueCross BlueShield:** Led multi-state regulatory compliance support operations; systematically restructured a legacy 20-year high-density archival repository and engineered a secure digital indexing protocol to support the accurate processing of 200–600 submissions quarterly.
- **PricewaterhouseCoopers (PwC):** Directed workflow production engineering for the Government Contracting and Tax divisions; staged an operational intervention to clear a critical 6-month financial reporting backlog and built the office's centralized client document data-intake matrix.