



# DRAFT AND CRAFT STUDIO LLC

Your Vision. Our Focus. Proven Results.

## CAPABILITY STATEMENT

*Draft and Craft Studio (DC Studio), a certified Woman-Owned Small Business (WOSB), delivers agile mission-support and strategic communication services for Federal and Civilian agencies. Operating as a seamless extension of your workforce, we align directly with your vision to secure critical outcomes with absolute clarity and confidence. Leveraging deep experience with pioneering commercial and public entities, we design integrated ecosystems where digital innovation and streamlined operations empower teams to thrive. We masterfully navigate high-stakes deadlines and complex stakeholder environments to engineer precise, compliant administrative workflows. Rather than simply executing tasks, we bring meticulous attention to detail and unwavering support—simplifying complex organizational hurdles into scalable blueprints that ensure optimized fiscal stewardship and immediate mission success.*

## WORLD CLASS SERVICE APPROACH

By Providing Accessible, Human-Centric Services,  
We Streamline Operations And Eliminate Complexity.

**Your goals form the blueprint of our strategy.** We specialize in looking at your biggest operational friction points and transforming them into streamlined paths forward. By integrating continuous feedback loops into our delivery model, we adapt in real time to keep your business agile and successful. This relentless focus on execution ensures your organization feels valued, protected, and fully supported. It is this dedication to clearing obstacles that defines our brand equity and empowers our team to deliver flawless, solution-first outcomes every single day.

### KEY DIFFERENTIATORS

- **Best Value Advantage:** Leverages a lean corporate footprint and agile project management to deliver institutional-grade quality at a Best Value price point, guaranteeing strict cost-realism and maximum return on taxpayer funds.
- **Audit-Ready Quality Controls:** Rooted in 25+ years of expertise spanning ISO-9001 standards, Quality Assurance (QA), and safety compliance, ensuring all contract and regulatory documentation passes the strictest federal audits.
- **Human-Centered Change Management:** Conducts rigorous due diligence to build communications and technical documentation optimized for alternative languages and diverse adult-learner types, guaranteeing 100% inclusivity and high agency-wide adoption.
- **National Scalability & Agile Delivery:** Combines seamless, secure remote execution with rapid, on-site subject matter expert (SME) support across the Northeast corridor and continental U.S.
- **Digital Innovation & Workflow Engineering:** Integrates modern digital solutions into legacy processes, translating “big picture” federal initiatives into digestible, efficient, and compliant workflows.

**Delivering  
Certainty.  
Partnering  
For The  
Future.**



*Ready To Discuss Your Project?*

Your Blueprint for  
Better Business  
Communication.

# Explore Our Services-

*See how we can support your transformation journey.*

Our track record includes successful partnerships across the public and private sectors—spanning federal, state, and local agencies, Fortune 500 enterprises, non-profits, independent business owners, and individuals. We bring multi-sector experience that translates seamlessly into any industry.

## PROFESSIONAL BUSINESS SOLUTIONS

Empower Your Teams. Let Us Handle the Rest.



- BUSINESS DEVELOPMENT LIFECYCLE**
- COMMUNICATIONS**
- CONTENT DEVELOPMENT**
- CONTRACT + PROCUREMENT**
- CREATIVE SERVICES**
- EDUCATION + TRAINING**
- PROGRAM MANAGEMENT SUPPORT**

- PUBLIC OUTREACH**
- RESUME SERVICES**
- SPECIAL PROJECTS**
- STAKEHOLDER ENGAGEMENT**
- STRATEGIC CONSULTING**
- VENDOR MANAGEMENT**
- WORKFORCE PLANNING**

## CORE COMPETENCIES

- Strategic Operational Framework: Enterprise project planning and portfolio alignment, change management, efficiency modeling, and data-driven corporate transformation.
- Document Strategy + Technical Writing: Regulatory and contract process documentation, standard operating procedures (SOPs), data simplification, and proofreading.
- Strategic Communications + Outreach: Public-private stakeholder relations, multi-sector marketing, targeted community outreach, and human-centric corporate messaging.
- Program + Compliance Management: Quality assurance framework development, ISO-9001 alignment, audit readiness preparation, and safety compliance tracking.
- Project Specific Support: End-to-end services to streamline workflows, optimize resource allocation, improve profitability and drive growth.

## NAICS Codes:

541611: Contract and Administrative Management (PRIMARY)  
541613: Marketing Consulting  
541430: Graphic Design  
541810: Advertising  
541820: Public Relations  
541890: Other Services  
611710: Educational and Training Support  
611430: Professional and Management Development



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CERTIFICATIONS: WOSB | WBE | DBE | SBE (PENDING)