

# **CAPABILITY STATEMENT**

# **COMPANY OVERVIEW**

Innovative Strategies Group (ISG) is a Women-Owned Small Business (WOSB), Small Business Enterprise (SBE), Minority Business Enterprise (MBE), and Texas Historically Underutilized Business (HUB). ISG is committed to delivering innovative, high-quality solutions to government agencies, public entities, and nonprofit organizations. With expertise in management consulting, facilities support, IT solutions, and professional development, ISG ensures tailored, client-focused service offerings that meet and exceed expectations.

Founded in 2011 by Dr. Loretta Guillory, ISG has built a strong reputation in business development, resource allocation, quality assurance, and technical support. Dr. Guillory brings over 24 years of expertise in management consulting, project management, facilities management, IT solutions, and strategic planning.

## **DIFFERENTIATORS**

- Certified & Diverse: WOSB, SBE, MBE, HUB certified, enabling clients to meet supplier diversity goals.
- Experienced Leadership: Over 24 years of expertise in management consulting and business operations.
- Comprehensive Service Portfolio: Offering administrative, IT, facilities, and professional development solutions under one roof.
- Government & Private Sector Expertise: Proven track record of working with federal, state, and local agencies, as well as corporate clients.
- Rapid Response & Scalability: Agile, adaptable service delivery tailored to evolving client needs.
- Quality & Compliance Focused: Ensuring adherence to industry standards, OSHA, EPA, and federal procurement regulations.
- NAICS Codes: 541611, 541512, 561210, 541990, 531311, 561499, 561599,
   561110, 925110, 541613, 531320, 541513, 541519, 541618, 541511, 541380, 721199,
   541219, 611710
- **CAGE CODE:** 6RZ24
- **UEI:** T9UEJ1MMJNJ1



www.ISG12.com



832-240-1766 (Office)



832-466-7040 (Direct)



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## **CORE COMPETENCIES**



# Administrative, Management & Consulting

- Business Process Outsourcing
- Program / Project Management
- Financial Management Services
- Conference & Event Planning
- Office Administrative Support
- Digital Marketing
- Business Analytics



### **Information Technology Solutions**

- Web/Data Development
- Website Development & Maintenance
- Help Desk Operations
- Cybersecurity
- Web Applications
- IT Project Management



## **Professional Development Services**

- Computer Training
- Leadership & Management Development
- Strategic Planning
- Diversity & Inclusion Training



### **Facilities Support Services**

- Operations & Maintenance
- Grounds Maintenance & Landscaping
- Janitorial Services
- HVAC, Electrical, Plumbing, Painting & Drywall
- Pest Control Services
- Commercial Real Estate & Property Management
- Asset Management, Acquisitions
   & Dispositions
- Relocation & Conference Management

#### **HEADQUARTERS**

23221 Aldine Westfield Rd Ste 720 Spring, TX 77373

# PAST PERFORMANCE



#### **ADMINISTRATIVE, MANAGEMENT & CONSULTING**

Manages oversee support operations, ensuring effective information flow and efficient resource utilization throughout the business including budget management, Employee recruitment and training, performance appraisals.

Leverage workforce analytics and data insights to track productivity metrics, make informed decisions, and streamline operations. Process improvements, operational efficiency enhancement, strategic planning and implementation.

Analyze current systems and implement new strategies to enhance operational efficiency. Management strategies help streamline operations, prioritize workflow, and leverage employee strengths, leading to faster results and higher productivity levels.



#### **REAL ESTATE MANAGEMENT**

Manages a portfolio of government-owned, state, private or leased properties, ensuring optimal use, maintenance, and cost-effectiveness. Implements cost-saving strategies, reducing operational expenses. Developed and enforced lease agreements, tenant compliance, and occupancy strategies. Conducted market analysis, feasibility studies, and lease negotiations to secure the best terms. Negotiated, executed, and managed lease agreements and ensuring compliance with federal and state regulations. Facilitated the sale and acquisition of surplus properties, supporting government cost-reduction efforts.



#### PROFESSIONAL DEVELOPMENT SERVICE

Designed and delivered customized leadership training programs for senior executives and mid-level management. Conducted one-on-one coaching sessions, enhancing strategic decision-making and team leadership. Delivered interactive workshops, online courses, and in-person training on topics such as project management, change management, and communication skills.



#### **FACILITIES SUPPORT SERVICES**

Managed maintenance and custodial facilities, ensuring optimal performance, safety, and compliance. Developed preventive maintenance programs, reducing downtime. Developed predictive maintenance programs, reducing equipment downtime. Implemented cost-cutting efficiency enhancements to reduce overall maintenance costs. Provided daily cleaning, sanitation, and waste management services in compliance with OSHA and EPA standards. Implemented high-efficiency cleaning protocols, enhancing workplace health and safety. Ensured compliance with federal, state, and local safety regulations, including ADA and fire safety codes. Conducted routine safety audits, minimizing liability and ensuring a secure working environment. Conducted workplace safety training, creating a safer work environment and reducing overall costs. Provided reallocation and reconfiguration services, facilitating seamless transitions for government personnel.



## **INFORMATION SYSTEMS SERVICES**

Managed and maintained mission-critical IT systems, ensuring 99.9% uptime for government operations. And maintained mission-critical IT systems, ensuring 99.9% uptime for government operations. Provided help desk and technical support for end users, ensuring rapid issue resolution and minimal disruptions. Implemented cloud-based solutions, optimizing data storage, access, and security. Implemented cloud-based solutions, optimizing data storage, access, and security. Designed and deployed customized enterprise applications, streamlining workflows and decision-making processes. Maintain networks and ensure compliance with cybersecurity standards. Handled installation, debugging, testing, and/or network system support. Managing and participating in planning and executing, and coordinating work assignments to meet deadlines.



#### Conference & Meeting Management

Planned and executed conferences, meetings, and training sessions for attendees. Managed venue selection, contract negotiations, catering, audiovisual support, and security coordination. Implemented comprehensive event management strategies, reducing operational costs. Managed event registration, attendee check-in, and materials distribution.