



CAPABILITY STATEMENT

UEI: K5PXCS8E2K35 | CAGE: 18UA0

CONTACT DETAILS

Moneke D. Stevens

Founder & CEO

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- Maryland, USA

COMPANY DATA

Business Type: Small Business

Service Area: Maryland, USA

Contract Types:

- Prime Contracts
- Subcontracts
- Teaming Opportunities

CERTIFICATIONS

- Prince George's County Certified Business (County-Based Small Business - CBSB)
- SAM.gov Registered
- Maryland eMMA Registered

NAICS CODES

- 541611 (Primary)** Administrative Management & General Management Consulting Services
- 541618** Other Management Consulting Services
- 561110** Office Administrative Services
- 561410** Document Preparation Services

WHY CHOOSE US

Moneke HQ, L.L.C. is led by a former senior federal management professional with more than 36 years of experience. The company brings deep expertise in executive support, administrative support, program coordination, contract administration, process improvement, and stakeholder engagement across complex operational environments. We combine executive-level professionalism with practical, results-driven solutions tailored to each client's unique mission and goals.

COMPANY OVERVIEW

Strategic Operations & Executive Support – Delivered with Executive-Level Precision

Moneke HQ, L.L.C. delivers executive operations support, administrative support, administrative leadership, and management consulting services designed to improve organizational effectiveness and mission success.

Smart Consulting. Seamless Support. Simplifying Success.

CORE CAPABILITIES



EXECUTIVE OPERATIONS MANAGEMENT

Executive calendar and correspondence management
Meeting coordination, agendas, and briefing materials
Executive reporting and action-item tracking
Travel and logistics coordination



ADMINISTRATIVE & PROGRAM SUPPORT

Program coordination and operational support
Documentation and records management
Standard Operating Procedure (SOP) development
Administrative workflow optimization



CONTRACT & ACQUISITION SUPPORT

COR-aligned administrative support
Contract documentation coordination
Deliverable and performance tracking
Procurement and acquisition administration support



PROCESS IMPROVEMENT & ORGANIZATIONAL DEVELOPMENT

Business process improvement
Workflow design and implementation
Administrative infrastructure development
Performance reporting and tracking

DIFFERENTIATORS

- 36 years of distinguished federal service experience
- Executive-level operational leadership across complex organizations
- Former COR Level III with acquisition and contract oversight expertise
- Lean Six Sigma Green Belt methodology and process discipline
- Experience supporting organizations within HHS, VA, and DoD environments
- Boutique, high-touch engagement model with limited client capacity
- Accepts Prime Contracts, Subcontracts, and Teaming Opportunities

RELEVANT EXPERIENCE

FEDERAL OPERATIONS LEADERSHIP EXPERIENCE

- Supported senior federal executives across multiple agencies, coordinating mission-critical operations, travel, meetings, and communications that enabled continuity of services for geographically dispersed teams.
- Designed and implemented administrative workflows, SOPs, and reporting mechanisms that improved organizational efficiency and strengthened operational continuity.



Government
Agencies



Prime
Contractors



Nonprofits



Small
Businesses



Mission-Driven
Organizations