

# LITEWORK GLOBAL SOLUTIONS LLC

Built for Government Work | Maryland-Based • SAM.gov Active • SBA Certified

Secure Access Control • Document Management • Infrastructure Standardization

## OVERVIEW

LiteWork Global Solutions LLC helps federal agencies and prime contractors streamline documentation, maintain compliance, and keep infrastructure projects on track. With experience supporting high-level federal environments, including DHS and the U.S. Secret Service, we bring a detail-oriented, systems-driven approach to organizing complex projects and improving operational efficiency.

## WHAT WE DO

### RFIS • SUBMITTALS • AS-BUILTS

#### Document Control

We manage RFIs, submittals, and as-built documentation to ensure accuracy, accessibility, and compliance across the full project lifecycle.

### RISK & READINESS TRACKING

#### Compliance & Audit Readiness

We implement structured tracking systems that reduce risk and ensure projects remain audit-ready at all stages.

### COORDINATION & EXECUTION

#### Program Support

We provide administrative and operational support to improve coordination, reporting, and execution on complex programs.

## CORE COMPETENCIES

### Access Control & Security Support

- Manage and coordinate secure access processes for federal facilities and personnel
- Ensure compliance with DHS and USSS security protocols and procedures
- Maintain accurate access records and support audit readiness

### Project Library & Document Management Systems

- Design and implement structured project libraries from unorganized hard copy records, converting legacy paper documentation into organized, searchable database systems
- Develop check-in/check-out tracking systems for drawings, specifications, O&M manuals, and project documentation
- Apply consistent organizational frameworks across physical and electronic file systems to ensure document integrity, traceability, and accessibility

### Database Development & File Structuring

- Build database systems from the ground up to support project lifecycle management
- Standardize naming conventions, indexing systems, and filing hierarchies, integrating electronic document management practices for seamless retrieval and storage

### Standards & Documentation Development

- Create, implement, and maintain Statements of Work (SOWs), Standard Operating Procedures (SOPs), and infrastructure standards
- Continuously update documentation to reflect evolving needs, ensuring consistency, clarity, and usability across all procedural documentation

### Process Improvement & Operational Efficiency

- Identify gaps in existing systems and implement structured solutions to improve workflows for document handling, storage, and retrieval
- Support teams in adopting standardized processes and best practices

## DIFFERENTIATORS

- Proven ability to transform disorganized information into structured, functional systems
- Dual expertise in both physical and digital document environments
- Strong understanding of federal security environments and compliance requirements
- Detail-driven, with a focus on long-term sustainability, scalability, and consistency across projects and teams

## EXPERIENCE HIGHLIGHTS

- Supported secure operations within DHS/USSS environments
- Developed and implemented project library systems for complex documentation sets, including standardized processes for managing drawings, specifications, and O&M materials
- Created and maintained critical project documentation including SOWs, SOPs, and infrastructure standards

## COMPANY DATA

|                        |                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| UEI                    | P6JUMUNG1KJ3                                                                                                                                          |
| CAGE Code              | 1ZWK2                                                                                                                                                 |
| SAM.gov Status         | Active (exp. 04/24/2027)                                                                                                                              |
| State of Incorporation | Maryland, USA                                                                                                                                         |
| Congressional District | Maryland 04                                                                                                                                           |
| NAICS Codes            | <b>541611</b> (Primary) • 236220 • 237310 • 237990 • 541219 • 541330 • 541512 • 541614 • 541618 • 541690 • 541990 • 561110 • 561210 • 561499 • 611430 |
| SBA Certifications     | SDVOSB, WOSB, VOSB, EDWOSB (Cert. 06/10/2026)                                                                                                         |
| MD Certifications      | CSB SB25-085966 • VSBE VB25-085967                                                                                                                    |

## VALUE PROPOSITION

*We bring structure to complexity. Whether transforming unorganized records into fully functional systems, developing standards that improve consistency, or supporting secure federal operations, our focus is on building reliable, scalable frameworks that enhance efficiency and accountability.*

**Selena D. Millhouse** Founder | Principal

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