REED & ASSOCIATES
PLLC

EXECUTIVE CAPABILITY STATEMENT

Professional Services • Business Operations • Attorney-Directed Paralegal Support • AI Strategy

Consulting. Compliance. Confidence.

Phoenix, Arizona | Serving U.S. and international clients within applicable scope

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CORPORATE PROFILE

Built to Extend Capacity, Strengthen Operations & Improve Execution

Reed & Associates, PLLC is a professional consulting and support firm serving organizations that need disciplined execution without unnecessary internal overhead.

We support attorneys, law firms, title and settlement organizations, property management companies, mortgage and lending organizations, real estate businesses, government contractors, transportation and logistics companies, construction and project organizations, healthcare and regulated service businesses, startups, nonprofits, professional-services firms, executive teams, and international businesses.

Our model combines business consulting, operational systems, attorney-directed paralegal support, transaction and documentation coordination, compliance-support workflows, AI strategy, process improvement, and project-based or ongoing professional support.

MISSION

Help organizations operate with greater structure, visibility, consistency and execution through practical consulting and professional support.

DELIVERY MODEL

Project-based engagements, ongoing operational support, consulting hour blocks, strategic advisory, and custom enterprise scopes.

CORE POSITIONING

A strategic extension of the client's team - supporting execution, documentation, systems, coordination and operational readiness.

SCOPE DISCIPLINE

R&A is not a law firm and does not provide legal advice, legal opinions or legal representation. Regulated activities remain with appropriately licensed professionals.

Executive Leadership

Angelia Reed, Founder & CEO / Principal Consultant, brings cross-functional experience spanning paralegal operations, real estate and mortgage transactions, business operations, transportation and logistics, compliance-support systems, consulting, and AI-enabled workflow strategy.

Why Organizations Engage R&A

- Need experienced capacity without immediately adding full-time headcount.
- Need structured SOPs, workflows, documentation and accountability around growing operations.
- Need transaction, project, file or administrative support across complex professional environments.
- Need an experienced outside resource to coordinate work across internal teams, vendors and professional partners.
- Need AI and automation strategy grounded in actual business operations rather than technology for technology's sake.

CORE COMPETENCIES

Professional Services Portfolio

Business Consulting & Strategic Planning

Operating-model review, business planning, startup consulting, growth strategy, executive advisory and implementation support.

AI Strategy & Business Automation

Workflow assessment, AI-use-case design, automation planning, prompt systems, governance considerations and human-approval workflows.

Attorney-Directed Paralegal Support

Transactional, real-estate, corporate and document support performed under attorney direction or supervision where required.

Business Process Improvement

Process mapping, bottleneck analysis, workflow redesign, handoffs, controls, service-delivery improvement and implementation planning.

SOP / Policy / Procedure Development

Operational manuals, SOP systems, policies, procedures, checklists, governance tools and training-ready documentation.

Compliance Support

Administrative compliance workflows, document tracking, readiness checklists, records coordination and process controls within appropriate nonlegal scope.

Government Contract Readiness

SAM.gov readiness guidance, capability-statement support, NAICS/PSC research, opportunity research, bid/no-bid support and procurement preparation.

Grant Readiness & Development Support

Readiness assessment, funding research, grant-development support, documentation organization and proposal-administration assistance; no funding guarantees.

Real Estate & Transaction Support

Transaction coordination, lease administration, title/survey administrative support, closing preparation, document organization and workflow support.

Mortgage & Lending Operations

Loan-file coordination, pipeline support, processing operations, documentation workflows, SOPs and process improvement within applicable scope.

Transportation & Logistics Operations

Carrier-management workflows, dispatch/operations consulting, compliance-support processes, documentation, SOPs and business systems.

International Business & Relocation Consulting

Market-expansion planning, business relocation planning, corporate mobility coordination and professional-partner/document support; no immigration legal services.

SECTOR CAPABILITIES

Legal, Real Estate, Title, Property Management & Mortgage

Attorneys, Law Firms & Corporate Legal Teams

- Overflow and project-based paralegal capacity under attorney direction.
- Real-estate and transactional file support; document organization and closing coordination.
- Contract-administration and document-review support within authorized scope.
- Matter organization, deadline tracking, due-diligence support and legal-operations workflows.
- SOPs, process documentation, intake workflows and administrative systems for legal teams.

Title, Escrow & Settlement Organizations

- Title commitment and survey administrative support; exception and document coordination within authorized scope.
- Closing-file organization, checklist management, transaction coordination and post-closing administrative support.
- Workflow, SOP, process-control and back-office operational support.
- No title searches, title opinions, title insurance issuance, escrow authority or legal opinions unless separately authorized and verified.

Property Management & Commercial Real Estate

- Lease administration, document coordination and portfolio administrative support.
- Vendor coordination, file management, property-operations workflows and process improvement.
- SOPs, policies, procedures, compliance-support workflows and back-office systems.
- Commercial transaction and project coordination without representing R&A as a brokerage or licensed property-management provider.

Mortgage Companies, Lenders, Banks & Credit Unions

- Mortgage processing and loan-file administrative support within authorized scope.
- Pipeline coordination, documentation tracking and workflow management.
- Mortgage operations consulting, SOP development and process improvement.
- Back-office support designed to strengthen consistency, handoffs and file visibility.
- No representation that R&A acts as lender, mortgage broker, loan originator, underwriter or financial adviser through these consulting services.

OPERATIONAL & GROWTH CAPABILITIES

Government, AI, Logistics, Construction & Regulated Businesses

Government Contractors

Readiness assessment, entity-registration guidance, NAICS/PSC research, capability-statement development support, opportunity research, compliance-document organization, bid/no-bid support and procurement coaching.

AI & Digital Transformation

Business-process assessment, AI opportunity mapping, automation roadmaps, prompt libraries, agent/workflow design, approval gates, SOP integration and adoption planning.

Transportation & Logistics

Carrier-management processes, dispatch operations, onboarding/compliance workflows, documentation, SOPs, operating dashboards and growth systems.

Construction & Project Operations

Project administration, document control, vendor/subcontractor coordination, procurement support, SOPs, workflow systems and corporate mobility coordination.

Healthcare & Medical Practice Business Support

Nonclinical business operations, SOPs, administrative workflows, documentation systems, process improvement and business-support strategy. No clinical services.

Childcare Business Operations

Business operations, documentation systems, policies/procedures, workflow design, startup and growth consulting, and administrative compliance readiness within appropriate scope.

Corporate Mobility & Workforce Relocation

Temporary workforce-housing research, furnished-housing coordination, property liaison, move administration, multi-location project support and vendor coordination.

Surplus Overages Administrative Support

Preliminary administrative research, public-record/document organization, claim-process coordination and status tracking, subject to jurisdictional requirements. No recovery guarantee or legal determination of entitlement.

Government Contracting Positioning

R&A supports businesses preparing to pursue public-sector opportunities. Services focus on readiness, research, documentation, capability positioning, process discipline and administrative proposal support. R&A does not guarantee registration approval, contract awards, grant funding, revenue or government selection.

Human-Led Technology

Technology is used to improve research, organization, workflow visibility and execution - with human review, client-specific judgment and approval controls retained for consequential external actions.

INDUSTRIES & BUYER PROFILES

Who We Support

Legal & Professional Services

Law firms, attorneys, corporate legal teams, consultants and professional-services organizations.

Real Estate Ecosystem

Brokerages, investors, commercial real estate teams, property companies, property management organizations and transaction stakeholders.

Mortgage, Title & Financial Services

Mortgage companies, lenders, banks, credit unions, title/escrow/settlement organizations and related operations teams.

Government Contracting

Small businesses, established contractors and organizations preparing for federal, state or local procurement opportunities.

Transportation & Logistics

Carriers, logistics businesses, dispatch/operations teams, healthcare logistics organizations and transportation entrepreneurs.

Construction & Project-Based Organizations

General contractors, specialty contractors, project teams, traveling crews and vendor-heavy operations.

Healthcare & Regulated Services

Medical practices and healthcare organizations seeking nonclinical operational/business support.

Childcare & Education Businesses

Childcare operators and service organizations needing operational structure, documentation and business systems.

Startups & Entrepreneurs

Founders requiring startup structure, systems, documentation, readiness and growth consulting.

Nonprofits & Grant-Funded Organizations

Organizations needing grant readiness, documentation, research and operational support.

International Businesses

Companies and entrepreneurs evaluating U.S. market expansion, international business growth or business relocation planning.

Executive & Corporate Teams

Organizations requiring strategic projects, executive support, process improvement, SOPs, training or cross-functional coordination.

DIFFERENTIATORS

Why Reed & Associates

Cross-Functional Perspective

R&A works across legal operations, real estate, mortgage, business operations, logistics, compliance-support systems and AI-enabled workflows - allowing projects to be viewed across functional boundaries.

Execution, Not Just Recommendations

Engagements can move from assessment into documented workflows, SOPs, checklists, coordination systems and implementation support.

Flexible Capacity

Clients can engage R&A for a defined project, recurring operational support, consulting hours or a custom scope based on business need.

Professional Scope Discipline

Services are positioned carefully around applicable professional and regulatory boundaries, with attorney-directed legal support where required.

Process & Documentation Strength

R&A emphasizes repeatability, documentation, accountability, handoffs and operational visibility - critical for scaling and risk reduction.

AI With Human Approval

AI and automation are designed around business processes and approval controls rather than uncontrolled external action.

Multi-Industry Transferability

Methods developed in one operational environment can inform better workflow design in another while preserving industry-specific requirements.

Client-Specific Delivery

No one-size-fits-all operating model. Scope, deliverables and engagement structure are matched to the client's objective and operating environment.

Engagement Models

MODEL	BEST FOR	STRUCTURE
Project-Based	Defined initiatives and deliverables	Scoped project with agreed milestones
Ongoing Support	Recurring operational capacity	Monthly or recurring engagement
Consulting Hours	Flexible advisory and implementation	Predefined hour block
Custom Enterprise Scope	Complex, multi-function needs	Tailored statement of work

ENGAGEMENT & GOVERNANCE

How We Work

01	**Discovery & Fit** Clarify the business objective, operating environment, stakeholders, urgency, jurisdiction and required support.
02	**Scope & Boundaries** Define deliverables, responsibilities, exclusions, professional boundaries, assumptions and approval requirements.
03	**Execution Plan** Establish priorities, workflow, milestones, information needs, communication cadence and handoffs.
04	**Delivery & Coordination** Perform the agreed consulting, operational, documentation, research or coordination work within scope.
05	**Review & Handoff** Provide outputs, status, recommendations, implementation notes and next-step options as applicable.

Quality & Confidentiality Practices

- Client-specific scoping and documented deliverables.
- Administrative safeguards and practical confidentiality practices appropriate to the engagement.
- Clear approval gates for consequential external communications or actions where applicable.
- Version-controlled documentation and structured handoff practices where appropriate.
- No representation that ordinary business confidentiality creates attorney-client privilege or regulated confidentiality protections.

Procurement Information

Procurement identifiers, socioeconomic certifications, SAM.gov status, CAGE/UEI information, NAICS/PSC classifications, contract vehicles and past-performance claims are provided only when current and verified. This capability statement intentionally does not present unverified procurement credentials.

CORPORATE INFORMATION

Reed & Associates, PLLC

COMPANY	Reed & Associates, PLLC
BUSINESS TYPE	Professional consulting and support firm
LEADERSHIP	Angelia Reed - Founder & CEO / Principal Consultant
HEADQUARTERS	Phoenix, Arizona
SERVICE REACH	U.S. and international clients within applicable service and jurisdictional scope
PHONE	(272) 464-1151
EMAIL	consultant@reedandassociatespllc.com
WEBSITE	reedandassociatespllc.com
TAGLINE	Consulting. Compliance. Confidence.

Scope Notice

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Start a Conversation

For consulting, professional support, partnerships, corporate projects or procurement-related inquiries:
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