

## COMPANY DATA

UEI  
**QHLYCNJZHU69**

CAGE  
**9YXB5**

SAM.GOV  
**Active**

FOUNDED  
**2005**

NAICS  
**561410** (primary), **541990**, **611430**,  
**711510**

PSC  
**R701, R499, R426**

STRUCTURE  
**Sole proprietorship**

## CERTIFICATIONS

**SBA WOSB and EDWOSB**  
**Massachusetts SDO WBE**  
**Port of Long Beach, California, VSBE**



## PAYMENT ACCEPTED

Government purchase cards, credit cards, ACH, PayPal, Zelle, and Wise

## RECOGNITION

**Robinson Prize:** 2024 editor-of-the-year award, ACES: The Society for Editing (Erin Brenner)

**Team credentials:** Two Advanced Professional Members of the Chartered Institute of Editing and Proofreading; one certified technical writer

## CONTACT

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## 2026 • GOVERNMENT

# Capability Statement

Right Touch Editing is a certified economically disadvantaged women-owned small business (EDWOSB) providing writing, editing, and editorial project management to government agencies, prime contractors, research institutions, and nonprofits. We specialize in multi-editor projects on tight deadlines.

## Core Competencies

### Copyediting and proofreading

Policy reports, white papers, briefings, and training materials, edited to agency and client style guides

### Technical writing and editing

Procedures, user guides, and technical reports

### Proposal editing

Consistency and final polish across proposal volumes

### Style guides and templates

Consistent output across authors, offices, and contracts

### Surge capacity

A vetted team that scales for peak periods and high-volume submissions

### Plain-language training

Workshops that help staff write clearly for the public

## Past Performance

### Center for a New American Security (CNAS) 2024–PRESENT

Copyedit national security, defense technology, and policy reports and white papers across simultaneous projects; deliver style guide-compliant copy for government, military, and policy audiences on tight schedules.

### American Institutes for Research (AIR) SUBCONTRACTOR

Copyedit course slides and develop an editorial style guide for a Massachusetts Department of Early Education and Care contract, meeting prime contractor and government requirements and deadlines.

### Trinity Church New York City GRANT APPLICATIONS

Copyedit and proofread dozens of grant applications twice a year under strict deadlines; coordinate a multi-editor team to keep quality and consistency across high-volume submissions.

## Differentiators

- **Subcontracting goal credit:** SBA-certified WOSB and EDWOSB
- **Multi-editor capacity:** A vetted team with a single point of contact
- **Quality assurance:** A structured review process on every project, with principal oversight of editorial standards
- **Security:** A documented Information Security Policy
- **Responsible AI use:** No AI on client work without explicit client approval