

Capability Statement

COMMUNICATIONS & DESIGN

OVERVIEW

MyCommsAlly (MCA) is a boutique communications and design consultancy that helps government agencies deliver clear, accessible, and engaging information to the audiences that matter most: employees, partners, and the communities they serve.

We translate complex programs, policy, and public health information into high-quality visual communications through creative design solutions. Our work supports public programs and community understanding while strengthening internal alignment, improving external engagement, and elevating community outreach.

CAPABILITIES AT-A-GLANCE

Content Development

- ✓ Communication support, presentations, and fact sheets
- ✓ Community reports and strategic plan content
- ✓ Executive summaries and public-facing narratives
- ✓ Website and intranet copy and design

Training Manuals and Educational Materials

- ✓ Training manuals, handbooks, and instructional slide decks
- ✓ Standard operating procedures and process guides
- ✓ Workforce and onboarding materials
- ✓ Facilitator guides and workshop materials

Collateral Design

- ✓ Report and plan layout and design
- ✓ Flyers, brochures, and mailers
- ✓ Posters, signage, and community outreach materials
- ✓ Digital ads and social media graphics
- ✓ Infographics and data visualizations

RELEVANT EXPERIENCE

MyCommsAlly brings over a decade of experience supporting large, complex organizations with content development, training materials, and visual communications. This includes designing executive-ready documents, multi-section reports, instructional manuals, and public-facing materials for diverse audiences. MCA has extensive experience working within structured review environments, collaborating with cross-functional stakeholders, and delivering polished, ready-to-use assets on defined timelines.

CONTACT

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CAGE CODE - 17NK1

NAICS CODES

541430 - Graphic Design Services
 541613 - Marketing Consulting
 541618 - Other Consulting Services

MCA DIFFERENTIATORS

- ✓ Senior-level strategy, thoughtful design, and hands-on partnership.
- ✓ MCA delivers polished, ready-to-use materials that meet agency standards and timelines.
- ✓ Task-based services aligned to government procurement
- ✓ Professional content development and strong visual storytelling that improves understanding and usability
- ✓ Ability to quickly integrate with agency teams or prime contractors