

NORTHSTAR

DEFENSE ACQUISITIONS LLC

CAPABILITY GUIDE

Fractional Operations • Systems • Compliance • Specialized Business Support

ONE COMPANY. A VERY LARGE PROFESSIONAL TOOLBOX.

Hire one capability. Build a custom stack. Bring us the problem nobody internally has time, bandwidth, or ownership to solve.

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Start With the Problem - Not a Package

NorthStar is built for the work that falls between departments, gets handed around, sits unresolved, or requires a skill set a company does not need to hire full-time. The categories in this guide are navigation tools, not rigid packages or limits on scope.

If the work falls within NorthStar's demonstrated capability set, it can be scoped as a single deliverable, a custom combination of services, a defined project, or fractional support.

ONE TASK	One SOP. One process audit. One supplier problem. One cost model. One compliance file. One records cleanup.
CUSTOM STACK	Combine procurement, finance, systems, compliance, research, documentation, governance, or executive support into one tailored scope.
PROJECT MODE	Define the outcome, timeline, deliverables, and handoff. NorthStar executes and leaves behind usable infrastructure.
FRACTIONAL SUPPORT	Add temporary operational capability without committing to permanent headcount before the need is proven.

The work we are built for

- The process works only because one person knows every workaround.
- Purchasing, inventory, billing, quality, and compliance are operating as separate islands.
- The records exist, but nobody can find, trust, reconcile, or hand them off.
- A customer, auditor, regulator, city, or prime contractor needs an answer and nobody owns the full response.
- Leadership needs the real numbers before pricing, bidding, expanding, hiring, or committing.
- The business has outgrown the paper trails, spreadsheets, tribal knowledge, or ad hoc systems that got it this far.

Core Commercial Capabilities

Federal, Defense & Regulatory Compliance

NIST SP 800-171, CMMC readiness, SSP/IRP documentation, CUI handling, JCP, DFARS/flow-down administration, restricted-data controls, federal procurement administration, and audit preparation.

Quality, Environmental & Supply-Chain Compliance

QMS/IMS documentation, ISO/AS9100-aligned systems, FAI/MTR/CoC/NCR controls, material traceability, supplier certifications, and environmental compliance documentation.

Procurement, Purchasing & Fulfillment

POs, sourcing, vendor management, RFQ/quoting, DoD bidding, supplier certifications, receiving, returns, fulfillment, and shipping documentation.

Operations, Inventory & Process Transformation

Root-cause analysis, process mapping, workflow redesign, order verification, inventory reconciliation, material-consumption controls, exception tracking, digital transformation, and continuity planning.

Financial Mechanics & Business Controls

QuickBooks, AR/AP, invoicing architecture, true-cost analysis, shop-rate and break-even math, unit profitability, markup logic, collections, and management dashboards.

Administrative Systems & Digital Architecture

Legacy record cleanup, databases, custom spreadsheets, digital vaults, cloud architecture, data validation, website/domain administration, business-system interfacing, and dashboards.

Core Commercial Capabilities - Continued

Technical Writing, Policy & Operational Documentation

SOPs, policies, manuals, quality forms, governance documents, training guides, system handoffs, executive correspondence, and professional document architecture.

Research, Records Forensics & Due Diligence

Public records, document-gap analysis, forensic record review, policy auditing, OSINT, counterparty research, regulatory scanning, and executive intelligence briefs.

Governance & Municipal Administration

Ordinances, zoning, CUP support, township/board administration, public records, hearings, council preparation, government filings, and municipal process support.

Executive, Account & Stakeholder Support

Fractional chief-of-staff support, complex customer/vendor communications, account management, onboarding, public outreach, initiative coordination, and special projects.

Asset, Fleet & Lifecycle Administration

Fleet, equipment, registration, preventive-maintenance, lifecycle, ownership-history, warranty, and physical-asset documentation systems.

Business Communications & Visual Support

Professional document layout, web content structure, client-facing materials, SVG/vector design, signage concepts, and visual business-support assets.

How NorthStar Delivers

1. DISCOVER

Find out what is actually happening - not just what the procedure says should happen.

2. TRACE

Follow the documents, data, materials, approvals, money, people, and handoffs until the failure point is visible.

3. DESIGN

Build the smallest practical future-state process that solves the real problem and can survive a handoff.

4. IMPLEMENT

Create the forms, workflows, controls, files, dashboards, procedures, or documentation required to make the fix operational.

5. TRAIN

Translate the system into instructions people can actually use and support adoption during the change.

6. HAND OFF

Leave the client with the working documentation, logic, guides, and control of the system - not permanent dependency on a consultant.

Why this works

Most operational problems do not belong to one department. A late shipment may be a purchasing problem, a receiving problem, a documentation problem, a quality problem, a customer-communication problem - or all five at once. NorthStar is intentionally cross-functional enough to follow the whole failure chain.

Why NorthStar - and Why Mollie Davis

MANUFACTURING DEPTH

More than a decade working across account management, procurement, operations, quality, compliance, inventory, quoting, customer/vendor coordination, and systems improvement in a manufacturing environment.

REGULATORY RANGE

Hands-on work spanning defense cybersecurity, CUI/JCP, quality systems, environmental material requirements, municipal administration, public records, and audit-ready documentation.

SYSTEMS MINDSET

A consistent history of taking paper-heavy, fragmented, or person-dependent processes and turning them into structured digital systems, controls, dashboards, and repeatable workflows.

EXECUTION OVER THEORY

NorthStar is designed as a drop-in operator. We research, draft, reconcile, build, organize, document, implement, and hand off - not just recommend.

The founder advantage

Mollie Davis built NorthStar after years of being the person who inherited the tasks that did not fit neatly into anyone else's job description. That became the business model: step into the gaps between departments, figure out what is breaking, and build the structure that should have existed in the first place.

Engage NorthStar

Tell us what is failing, what is overdue, what nobody owns, what keeps getting reworked, what the auditor or customer is asking for, or what leadership cannot get a straight answer about. We will scope the smallest practical engagement that gets the operation under control.

- Single-task or single-deliverable engagement
- Fixed-scope project under a Statement of Work
- Multi-capability operational cleanup or transformation
- Short-term fractional operations / administrative support
- Ongoing advisory or recurring control review

Professional engagement structure

- Master Services Agreement and project-specific Statements of Work
- Formal change control for out-of-scope requests
- Confidentiality and sensitive-project protocols
- Client ownership of custom project deliverables upon final payment
- Defined handoff documentation and operational boundaries

READY TO HAND OFF THE PROBLEM?

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