



T&C

T & C Trust, LLC

Veteran-Owned Small Business (VOSB)

Website: ThomasRooney.com

Email: tom@thomasrooney.com

Phone: (941) 548-9994

Prime Contractor Packet

T & C Trust, LLC

Veteran-Owned Small Business (VOSB)

Website: ThomasRooney.com

Email: tom@thomasrooney.com

Phone: (941) 548-9994

DUNS: 129960338

UEI: UXR6DQKP9JC5

CAGE: 9R1To

Location: Cape Coral, Florida

Nationwide Virtual Delivery

Table of Contents

1. Company Overview
2. Executive Summary
3. Federal Biography – Thomas Rooney
4. Core Competencies
5. Differentiators
6. Past Performance Summary
7. Certifications & Identifiers
8. DSBS Capability Narrative
9. Contact Information

1. Company Overview

T & C Trust, LLC is a Veteran-Owned Small Business providing consulting, documentation support, workflow analysis, and IT-aligned communication services to federal agencies and prime contractors. The firm specializes in delivering high-clarity, executive-ready documentation and operational support that improves communication, alignment, and decision-making within federal environments.

With extensive federal service experience — including long-term service within the Department of Veterans Affairs — T & C Trust understands federal culture, expectations, and mission priorities. The company supports prime contractors through low-risk integration, rapid turnaround, and disciplined delivery of documentation-heavy and training-focused support services.

2. Executive Summary

T & C Trust, LLC delivers dependable, mission-focused consulting and documentation support designed for federal teams and subcontracting partners. Led by Thomas Rooney, a veteran with over four decades of federal service, including more than 25 years in VA IT leadership, the firm provides structured, accurate, and federal-aligned documentation that enhances operational clarity and supports executive decision-making.

T & C Trust supports primes and agencies by translating complex technical and operational information into explicit, actionable materials suitable for leadership review, proposal submission, and program execution. Deliverables are produced with minimal revision cycles, helping prime contractors reduce internal workload while improving the quality and consistency of submissions and project documentation.

3. Federal Biography – Tom Rooney

Thomas Rooney is the Owner and Principal Consultant of T & C Trust, LLC. He brings more than 40 years of federal service experience, including over 25 years in leadership roles within the Department of Veterans Affairs. His career included senior operational responsibility within enterprise-scale environments, supporting IT workflow coordination, executive reporting, and cross-organizational alignment.

Tom's experience includes preparing executive summaries, capability materials, workflow documentation, and operational analyses to inform federal leadership. He has supported multidisciplinary teams by improving clarity, communication, and documentation standards across complex federal operations. As a veteran and long-time VA professional, he brings mission awareness, institutional understanding, and disciplined judgment to every engagement.

4. Core Competencies

Business & Administrative Operations

- Federal program support and administrative consulting
- Business process analysis and workflow mapping
- SOP and policy development
- Operational documentation and procedural clarity
- Stakeholder coordination across multidisciplinary teams

Training & Curriculum Development

- Digital and hybrid training modules
- Instructor-led training materials
- Process-oriented staff instruction
- Knowledge management and onboarding resources

Executive-Level Documentation

- Capability statements and federal profiles.
- Positioning papers and executive summaries.
- Readiness assessments and federal-facing briefs.
- Teaming profiles, biographies, and supporting narratives.

Technical Writing & Communication Supportt

- Technical documentation supporting IT workflows
- Translation of technical and operational requirements into plain language
- Program guides, user documentation, and instructional materials
- Internal communication frameworks aligned to federal norms

5. Differentiators

T & C Trust, LLC offers prime contractors a reliable, low-risk subcontracting partner with deep familiarity in federal environments.

Key differentiators include:

- Extensive federal operational experience, including long-term VA service
- Strong background in IT workflow documentation and process clarity
- Veteran-Owned Small Business (VOSB) status supporting set-aside goals
- Exceptional clarity in executive-level writing and documentation
- Lean operating structure enabling competitive subcontract rates
- High reliability with minimal management burden
- Well-suited for documentation-heavy or training-focused task orders

6. Past Performance Summary

Past performance reflects a combination of direct federal service experience, private-sector project work, and small-business consulting activities. All work was performed in support, advisory, documentation, or coordination roles.

U.S. Department of Veterans Affairs (25+ Years)

Final Position: Deputy Director, Enterprise Command Center

Role: Senior operational leadership, IT workflow oversight, documentation, and process coordination

Capacity: Federal employee leadership role within a large-scale agency environment

Scope of Work:

- Provided senior operational oversight and coordination across a large, multi-department enterprise environment
- Oversaw enterprise communication workflows and technical process alignment, supporting multiple organizational units
- Directed cross-functional coordination between section leadership, IT teams, and operational staff
- Ensured consistency, clarity, and alignment of workflows supporting a complex command center operation

Challenges Identified:

- Fragmented workflows and inconsistent processes across departments and subordinate units
- Enterprise technical processes that were insufficiently documented or inconsistently applied
- Training materials that did not scale effectively across a large operational environment
- Communication gaps between leadership, IT, and operational teams were impacting efficiency.

Solutions Delivered:

- Established standardized documentation and updated enterprise-level SOPs
- Directed workflow mapping efforts to identify redundancies and inefficiencies
- Oversaw the development of guidance materials supporting enterprise IT systems
- Led coordination efforts to improve communication and operational alignment
- Supported implementation of structured documentation and training practices at scale

Outcomes:

- Improved enterprise-wide understanding of operational and technical processes
- Reduced errors, rework, and workflow delays across multiple departments
- Strengthened coordination between leadership and operational teams
- Supported more effective onboarding and internal training

Private-Sector & Small Business Support (2019–Present)

Provided training development, documentation support, and workflow optimization services for small businesses and private-sector clients, including:

- Development of digital training materials and instructional documentation
- Creation of standardized process documentation and user guides
- Workflow mapping and operational clarity improvements

Results included faster onboarding, improved training consistency, and reduced support overhead.

7. Certifications & Identifiers

- Veteran-Owned Small Business (VOSB).
- Registered - System for Award Management (SAM).
- UEI: UXR6DQKP9JC5.
- DUNS: 129960338.
- CAGE Code: 9R1To.
- T & C Trust, LLC – Florida-registered business entity.

8. DSBS Capability Narrative

T & C Trust, LLC is a Veteran-Owned Small Business providing consulting, documentation support, and IT-aligned operational services to federal agencies and prime contractors. Led by a veteran with more than four decades of federal experience, including extensive service within the Department of Veterans Affairs, the firm specializes in executive-ready documentation, workflow analysis, and communication support that improves clarity and decision-making.

The company delivers capability statements, executive summaries, teaming profiles, past performance materials, and federal-aligned documentation that meets the expectations of contracting officers and program managers. T & C Trust offers fast turnaround, minimal onboarding, and seamless integration into prime contractor teams, with a strong focus on reliability, clarity, and mission alignment.

9. Contact Information

For teaming, subcontracting, or direct support inquiries, please contact:

Thomas Rooney

Owner & Principal Consultant

T & C Trust, LLC

Email: tom@thomasrooney.com

Phone: (941) 548-9994

Website: ThomasRooney.com

Location: Cape Coral, Florida

T & C Trust, LLC welcomes discussions with prime contractors seeking a reliable, mission-aware partner for documentation, analysis, and executive-level communication support.