OptiTech Analytics

BUSINESS · SYSTEMS · DATA ANALYSIS

CAPABILITY STATEMENT

www.optitechanalytics.com

Business, systems, and data analysis consulting for federal, state, and municipal programs, using the tools your program already has. All remote.

Not a typical business analyst. We do the standard analysis work, and we look at the tools and procedures your program already has. We put those tools, and approved AI tools, to work on the analysis itself, with a person reviewing every output.

CORE CAPABILITIES

- **Business analysis.** Discovery, requirements, business rules, INVEST user stories with Given/When/Then acceptance criteria, traceability.
- **Systems analysis.** Interface and API requirements, sequence and data flow diagrams, data mapping, as-is system behavior. We work with engineers; we don't write production code.
- **Data analysis.** SQL validation, reconciliation, migration checks, KPI definitions, dashboard and reporting requirements.
- **Financial and revenue systems.** Payment, collection, and revenue workflows, reconciliation reviews, financial system requirements. No tax, accounting, or audit opinions.
- **Agile delivery.** Scrum, SAFe, Kanban, PI planning, Definition of Ready and Done, backlog refinement.
- **Tool and systems evaluation.** What the program already licenses, how releases really move, and where approved AI can take on drafting and checking. We specify the fix; your engineers build it.

HOW WE WORK TOGETHER*

Directly with your program, or as a subcontractor or teaming partner to the firm that holds the contract.

* Once our entity, federal registration, and insurance are complete. Ask us where it stands.

EXPERIENCE BEHIND OUR SERVICES

15+ years of business, systems, and data analysis on government programs:

DHS / USCIS · USDA · HHS · DOI · FLRA · NYC Dept. of Finance · NYC Comptroller's Office · NYC DoITT

Gained by OptiTech's founder as an employee of federal contractors and the City of New York, not contracts held by OptiTech Analytics.

CREDENTIALS

- Federal background investigation completed (details on request)
- SAFe delivery experience
- Bachelor of Business Administration
- U.S. citizen

METHODS

BABOK (as a reference), BPMN, UML, data flow diagrams, ERDs, MoSCoW, INVEST, SIPOC, RACI, 5 Whys and fishbone, Lean value-stream mapping, traceability matrices.

TOOLS

Jira, Confluence, Visio, Excel, SQL/SSMS, Azure Data Studio, Power BI, Tableau, Salesforce, Drupal. Worked with as the analyst (reading, inventories, monitoring requirements): GitHub, Jenkins, Harness, Splunk, New Relic, AWS-hosted environments.

AI TOOLS, ON OUR RULES

ChatGPT, Claude, Gemini, Microsoft and GitHub Copilot, local models. Approved tools only; no CUI, PII, or source-selection data in public tools; a person reviews every output; AI use is logged.

Product names are trademarks of their owners, used only to identify tools. No partnership or endorsement is implied.

CONTRACTING

Direct, subcontract, or teaming agreement*. Remote only, U.S.-based.