



# BBA SOLUTIONS LLC

BBA Solutions is a general contracting and administrative support firm serving Northeast Florida. We handle facilities support, subcontractor coordination, financial oversight, and compliance services for public-sector agencies.

With 40+ years of combined experience, we bring reliable operations, accurate financial management, and strong government-contract compliance. Our flexible 1099 subcontractor model allows us to scale quickly and support a wide range of non-licensed facility and administrative needs.

## PAST PERFORMANCE

### Sandra Bara

- Over 20 years of experience in administrative and operational roles.
- Key strengths include:
  - Project management
  - Contract and vendor coordination
  - Government payroll compliance
  - Development of proprietary systems
  - Bookkeeping
  - Program management
  - Communications support

### James Bara

- Over 20 years of expertise in operations optimization, budgeting, and financial oversight.
- Focused on contract compliance and high-level operational leadership.
- Extensive background in government-contract payroll (CDC, APD, Medicaid Waiver), audit readiness, and consulting for small businesses, payroll companies, and CPA firms.

## DIFFERENTIATORS

- Over 40 years combined operations, administrative, and compliance experience
- 10+ years government-contract payroll & audit documentation
- GC coordination model with vetted 1099 subcontractor network
- Rapid-response, agile small-business vendor
- Multi-disciplinary support across facilities, administration, and finance
- Strong compliance foundation for public-sector contracting
- Scalable staffing structure for variable project sizes

## CORE CAPABILITIES

<b>ADMINISTRATIVE, FINANCIAL, PROGRAM SUPPORT</b>	561110 541611 541618	<b>GENERAL CONTRACTING &amp; FACILITIES SUPPORT</b>	561720 561730 561740	<b>SPECIALIZED OPERATIONAL SERVICES</b>	453210 541614 561410 541930
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- Administrative & clerical support
- Project management & task coordination
- Bookkeeping
- Government-contract payroll: CDC, APD, Medicaid Waiver
- Certified payroll documentation
- Timekeeping compliance & labor tracking
- Audit readiness & compliance documentation
- Budget development & financial oversight
- Contract & vendor management

- Basic landscaping (non-design)
- Janitorial services (with subcontractor when required)
- Window cleaning
- Pressure washing
- Minor non-licensed facility maintenance
- Furniture delivery/assembly coordination
- Moving logistics & vendor management
- Event logistics (AV, décor, contractor coordination)

- Office supply procurement
- Workflow & operations optimization
- Program development support
- Document preparation services
- Translation and Interpretation

**DUNS/UEI: L353W9NH9GQ5**

**SAM.GOV: ACTIVE**

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