



# Gets the Job Done Right the First Time

**BG Consulting Services, LLC** was founded in 2013 by Ms. Brenda Gaines, who serves as CEO. Ms.Gaines has 29+ years of Federal work experience in the areas of Healthcare Administration, Program and Project Management and Administrative Operations. BGC is a trusted solutions provider delivering products and services that impact critical business operation, patient care and organizational return on investment.

## WHO WE ARE

BG Consulting Services, LLC (BGC). BGC is an SBA certified 8(a), SDVOSB and WOSB, professional services and information technology solutions provider. BGC consists of diverse employees, “Change Agents”, Transformational Leaders, Veterans and Innovators with over 40+ years of federal and military experience providing Administrative, Program Management, Acquisitions, Human Resources/EEO, Healthcare, Business Operations and IT Solutions throughout the federal government, VA and DOD. Our company provides expert support for a diverse contract portfolio.

We have established a track record of superior performance in serving the needs of our customers and within budget. In doing so, we have cultivated trusted partnerships while providing requisite resources with the right skills to consistently achieve, if not exceed, customer expectations.

<b>541611</b>   Admin Management	<b>541612</b>   Human Resources	<b>519130</b>   Internet Publishing	<b>541430</b>   Graphic Design
<b>541614</b>   Process, Distro, & Log	<b>561920</b>   Convention Organizers	<b>541513</b>   Comp Facs Mgmt	<b>561110</b>   Office Administration

## CORE COMPETENCIES



### PROGRAM & PROJECT MANAGEMENT

- Advisory & Assistant Services
- Financial Management
- Program Evaluation
- Program Management



### HUMAN RESOURCES SUPPORT SERVICE

- Human Capital Planning & Management
- Diversity & Inclusion | EEO
- Executive & Employee Coaching | Mentoring
- Work Force Development & Training
- Classification, Staffing, SES Qualls



### BUSINESS OPERATIONS / TRANSFORMATION

- Administrative Support Services
- Acquisition Management
- Travel Management Services
- Logistics | Conference Room Design / Installation
- Strategic & Organization Development
- Change Management



### TECHNOLOGY SOLUTIONS

- Cyber Security
- Network Administration/ Engineering
- Call Center Management
- Web Development & Graphic Design
- Electronic Records Management
- Medical Billing & Coding

**BGC CORPORATE HQ:**

8130 Lakewood Main Street  
Suite 103  
Lakewood Ranch, FL 34202

10332 Main Street  
Suite 270  
Fairfax, VA 22030

# Company Snapshot

- **Designations:** 8(a), SDVOSB and WOSB
- **POC:** Brenda Gaines, CEO
- **Email:** bgaines05@breconsultingservices.com
- **Phone:** 571.762.6373
- [www.breconsultingservices.com](http://www.breconsultingservices.com)
- **DUNS #:** 055918065 and **CAGE Code:** 6V8N3

# Past Performance

## GOVERNMENT:

- Department of the Navy
- Commodity Futures Trading Commission
- Federal Communications Commission
- National Guard Bureau
- Defense Health Agency Integrated Referral Management
- Department of Transportation
- Arlington National Cemetery
- Air Force District of Washington, Office Special Investigation
- EEOC
- WMATA
- VA OIG



## DIFFERENTIATORS



93% rating in CPARS



98% employee retention rate on all contracts



Aggressive internal recruiting team that recruits, vets & hires top talent quickly - **within 3 business days**



Recognized as a best-value service provider via **efficient project management oversight**



Highly-skilled management team focused on exceptional service, performance, compliance & advanced communications



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# Past Performance



## “National Institutes of Health – Medical Support Assistants – 541611”

Patient Support Services performed in a variety of locations throughout the Clinical Center including outpatient clinics, admissions office, the patient voucher office, radiology, heart station, rehab medicine, transfusion medicine, and the Office of the Chief.



## U.S. Army Intelligence and Security Command (INSCOM) - Medical Administrative Services – 561110:

Provides a broad range of DoD/TRICARE medical administration services to active-duty service members, reservists on active duty, retirees and their eligible dependents; this includes TRICARE enrollment, CHCS, DEERS and GENESIS registration; electronic healthcare record management; referral/appointment management/booking and data analytics.



## Air Force District of Washington, AF Office of Special Investigations - Acquisition Support - 541611:

Our highly qualified PM and acquisition team consisted of **Level III DAWIA and/or FAC-C Level I-III personnel** experienced in the FAR and government contract types (FFP, T&M, IDIQs, BOAs, CPFF etc). Provided the full range of cradle to grave acquisitions and financial services support to HQ/AFOSI, to include pre/post award, market research, IGCE, PWS creation, FBO postings, source selections etc. Experience with PRISM and other acquisition systems.



## Federal Communications Commission - Human Resources Support Services - 541611:

During the base and first option year, reduced employee turn-over rate by 85% by **supplementing workforce with highly-skilled, competent contract employees**. Provides the full range of Human Resources Support and Executive Administrative Support Services throughout the agency, to include, Senior Executive Service Core Competencies/Staffing; Classification & Staffing for all GS grade levels.



## National Guard Bureau - Diversity & Inclusion Support Services - 541611:

Earned a 93% rating in CPARS during our base year of the contract by successfully leading the planning and implementation of Diversity & Inclusion support services throughout all 50 States.



## U.S. Department of Veteran Affairs Office of the Inspector General - Policy Writing Review – 541611:

Provides Policy writing/oversight support to the Veteran Affairs Office of Inspector General – this includes development/rewrite of policies, directives, and SOPs in the accordance with VA OIG leadership, laws etc.



## Arlington National Cemetery - Public Wireless Network Support Services - 541513:

Provides PM and Network Engineering personnel, supervision, services and other items necessary to extend and maintain LAN services at ANC in support of the Cemetery Support Network (CSN). Re-design, upgrade, develop, augment, acquire, deliver, transition, integrate, configure, test, validate, monitor, document, support, enhance, refresh, upgrade, fit-up and sustainment of the CSN network infrastructure at ANC.



## Commodity Futures Trading Commission - Travel Support Services - 561510:

Provides full range of travel support services to over 1800+ staff via the CFTC’s E-Gov Travel Services system (currently Carlson Wagonlit’s E2 Solutions) and/or the Commission’s Travel Management Center, SATO, to book airline and train trips, rental car reservations and hotel reservations for domestic and international travelers supporting its mission. Consistently earns a **100% accuracy rating for travel booking/management and data reporting since contract award**.



## Defense Health Agency Integrated Referral Management Center - Call Center/Help Desk Support Services – 541611

Supported the Defense Health Agency (DHA) by providing Call Center Management, Staffing, Help Desk and Data Analytics Support for a 90-person Call Center that services over one million beneficiaries a year and includes the entire National Capital Area.



## Air Force District of Washington, AF Office of Special Investigations - PM/Computer Design 541519:

Based on BGC’s stellar program management services was awarded a short-term PM contract to oversee network design and testing of the Electronic Records of Investigation System.

## GOVERNMENT

ANC | FCC | VAOIG | NGB |  
Department of Transportation  
| AFOSI | EEOC | WMATA |  
CFTC | INSCOM | MICC



## Brenda Gaines, CEO

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