NALANIKO
GROUP LLC
FACILITIES • ADMINISTRATIVE • IT SERVICES

CAPABILITY STATEMENT

Facilities • Administrative • IT Services

SBA WOSB **SBA HUBZone**

UEI **UNARKXMQ3LQ9** | CAGE **17UP9**

Remote delivery nationwide | Subcontracted on-site services

COMPANY OVERVIEW

Nalaniko Group LLC is an SBA-certified Women-Owned Small Business (WOSB) and HUBZone small business. We provide facilities support and subcontract management, administrative and business support, document and records management, print-and-mail fulfillment, data services, IT support, and IT and office product reselling to federal, state, and local agencies nationwide.

CORE COMPETENCIES

- **Facilities Support & Subcontract Management —** janitorial, grounds, and related facilities services through vetted, licensed subcontractors with owner-led oversight.
- **Administrative & Business Support —** office administration, correspondence, document preparation, scheduling, and back-office support.
- **Document & Records Management —** scanning and digitization, indexing, file organization, and electronic and physical records support.
- **Printing and Print-and-Mail Fulfillment —** printing, assembly, and mailing of notices, forms, and outreach materials.
- **Data Entry & Data Services —** data entry, data conversion, cleanup, and quality-checked records updates.
- **IT Support & Services —** end-user and help-desk support, device setup, and IT consulting, extended through our managed-IT teaming partner.
- **IT & Office Product Reselling —** computer hardware, software, peripherals, and office supplies sourced to agency requirements.

DIFFERENTIATORS

- **Two goals, one award.** Dual WOSB + HUBZone certification lets agencies credit one award toward both socioeconomic goals; eligible for WOSB and HUBZone set-asides and the HUBZone price preference.
- **Remote-first, nationwide.** Secure remote delivery serves agencies anywhere in the U.S.; on-site services are delivered through managed subcontractors.
- **Reseller agility.** Lean, owner-led sourcing of IT and office products with quick quotes and fulfillment.

LEADERSHIP EXPERIENCE

Owner-led management with 20+ years of office management, administrative, records, and financial operations experience, including 14+ years supporting government contracts.

- **Government contract support:** administration, invoicing, and records for federal and state government contracts.
- **Operations & finance:** team leadership, bookkeeping, AP/AR, payroll, HR records, reconciliation, and financial reporting.
- **Credentials:** QuickBooks Online, Gusto, and Bill.com Certified; Microsoft Office and Google Workspace.

APPROACH & CONTRACTING

Owner-led single point of contact and quality review on every deliverable. Accepts the Government Purchase Card; open to subcontracting and teaming with primes seeking a WOSB/HUBZone partner.

COMPANY DATA

UEI UNARKXMQ3LQ9
CAGE 17UP9
SAM.gov Active registration
Established 2025
Payment Accepts Government Purchase Card

CERTIFICATIONS

- ✓ SBA-Certified Women-Owned Small Business (WOSB)
- ✓ SBA-Certified HUBZone Small Business
  Both certified July 2, 2026
- ✓ Self-Certified Small Disadvantaged Business (SDB)

NAICS CODES

541618	Other Mgmt. Consulting (Primary)
561110	Office Administrative Services
541611	Admin. & General Mgmt. Consulting
518210	Data Processing & Related Services
541511	Custom Computer Programming
541512	Computer Systems Design
541519	Other Computer Related Services
541519	IT Value Added Reseller
459410	Office Supplies Retailers
561720	Janitorial Services
561730	Landscaping Services

PSC CODES

R699	Administrative Support: Other
R604	Mailing/Distribution
R607	Word Processing/Typing
R616	Physical Records Mgmt.
R617	Electronic Records Mgmt.
R702	Data Collection
T011	Print/Binding
DE01	IT End User/Help Desk Support
7E20	IT End User Hardware & Software
7510	Office Supplies
S201	Custodial Janitorial Services
S208	Landscaping/Groundskeeping

IT TEAMING PARTNER

Established managed-IT services partner (10+ years): 24/7 help desk and endpoint monitoring; cybersecurity; backup and disaster recovery; Microsoft 365 / Google Workspace management; network, VoIP, server deployment, and data migration; vCIO advisory.

POINT OF CONTACT

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