

KYB GROUP LLC

Delivering Operational Accuracy for Regulated Industries

Woman-Owned Small Business · SAM.gov Registered · Prime & Subcontractor Capable

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COMPANY OVERVIEW

KYB Group LLC is a Dallas-based, Woman-Owned Small Business delivering specialized administrative, records and data management, compliance and documentation, and healthcare operations support. We serve federal, state, and local agencies, prime contractors, healthcare organizations, educational institutions, and growing businesses, providing direct, accountable execution grounded in real accuracy, reliability, and structure. We operate as both a prime service provider and a capable, credentialed subcontractor, filling task areas that larger prime teams need covered on healthcare-adjacent, education, and civilian agency contracts.

VALUE AS SUBCONTRACTOR

Primes working on administrative support, compliance, or records-adjacent contracts benefit from KYB Group as a subcontractor in the following ways:

- Supports the WOSB socioeconomic requirement for subcontracting plan compliance
- Delivers specialized healthcare compliance depth (HIPAA, CMS, Medicaid, Medicare) that generalist primes frequently need to supplement
- Fills discrete, ownable task areas: administrative support, records management, compliance documentation, healthcare operations
- Executes work grounded in direct industry experience, not generic process
- Scales delivery capacity as task order volume increases
- Consistent point of accountability on every engagement, regardless of team size

CORE SERVICE AREAS

Administrative & Operational Support • Workflow coordination • Scheduling & calendar management • Document preparation • Communication management • Project tracking • Front & back office support	Records & Data Management • Records filing & indexing • Digitization & scanning • Retention compliance • Backlog cleanup • High-volume data entry • Data validation
Compliance & Documentation Support • Audit preparation • Regulatory reporting • SOP & policy maintenance • Quality assurance checks • Compliance workflow support • Documentation management	Healthcare Operations Support • Medicaid & CMS documentation • Public health program support • Patient records coordination • Healthcare data entry • Operational workflow support • Scheduling & communication

RELEVANT INDUSTRY EXPERIENCE

KYB Group's delivery standards are directly informed by our founder's hands on experience in the following environments. This is the foundation for how we approach every engagement:

- General Dynamics Information Technology (Federal Contract Support). Analyzed 500+ adverse event reports annually, achieving 98% accuracy. Developed federal data validation procedures and quality control checklists ensuring compliance with federal reporting standards.

- CareMetx (Healthcare Compliance & Process Analysis). Conducted business process analysis of prior authorization workflows, reducing cycle time by 50% and improving data accuracy by 35%. Developed executive KPI dashboards supporting data-driven leadership decisions.
- Intersolutions (Compliance Risk Assessment). Led compliance risk assessments across operational units, standardized compliance documentation, and enhanced audit readiness aligned with federal workplace safety and housing regulations.
- Inova Fairfax Hospital (HIPAA & CMS Compliance). Conducted HIPAA and CMS compliance audits, developed SOPs reducing onboarding time by 40%, and reviewed system workflows to identify process gaps affecting data quality and financial operations.

PROVEN RESULTS

98%. Federal reporting accuracy (GDIT)	50%. Reduction in auth cycle time (CareMetx)
35%. Data accuracy improvement (CareMetx)	40%. Onboarding time reduction (Inova)
500+. Federal adverse event reports annually	LSS. Lean Six Sigma certified

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CORE COMPETENCIES & DIFFERENTIATORS

Core Competencies • Administrative & operational support delivery • Records & data management delivery • Compliance & documentation support (HIPAA · CMS · Medicaid · Medicare) • Healthcare operations support delivery • Rigorous, experience-based execution standards • Direct service delivery and task order execution • Subcontractor management and coordination	Differentiators • Woman-Owned Small Business (WOSB) • Delivery standards grounded in direct federal and healthcare compliance experience • Consistent point of accountability on every engagement, regardless of team size • Scalable delivery capacity as task order volume increases • Prime & subcontractor capable • Lean Six Sigma certified
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CERTIFICATIONS & CONTRACT DATA

UEI	TM9PTGQLQMV4
NAICS Codes	541611 · 541618 · 561110 · 561320 · 621999
NIGP Codes	91806 · 91820 · 94807 · 95856 · 95882 · 94610
Business Status	Woman-Owned Small Business (WOSB) · Small Business
Registration	SAM.gov Registered · All Awards · Prime & Subcontractor
Entity Type	LLC · Dallas, Texas · Remote Engagements Nationwide

"Relevant Industry Experience" reflects the direct professional background of KYB Group's founder, which informs our delivery standards. This document will be updated to reflect KYB Group's own contract performance as engagements are completed.