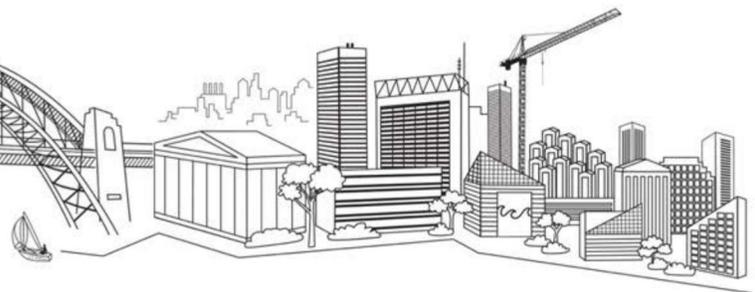




Bridging the paper to digital divide



CAPABILITIES STATEMENT

Document Management and Digitization Services

CORE COMPETENCIES

ORGANIZE

- Transforming chaotic documents into orderly digital libraries
- Document review services to apply retention schedules and remove duplicates

DIGITIZE

- Digitization of analog documents (Office Records, Photographs, Drawings, Microfilm/fiche)
- High-Speed Bulk Scanning
- On-site/Off-site Digitization Services

INDEX

- Digital file management and data re-structuring
- Indexing/metadata capture using manual and automated processes
- M-23-07, NARA Electronic Records Compliance
- AI automation

MANAGE

- User-friendly digital library of documents
- Cloud-based Document Management Systems
- Ongoing library management services
- Data migration services

DIFFERENTIATORS

- Emphasis on the organization of documents- both electronic and paper
- Removal of duplicates/superseded/documents beyond their retention prior to digitization, saving up to 50% in scanning costs
- Customized databases
- Ongoing library management services to keep systems current and accurate
- Ability to merge documents from different silos into one location
- Complex indexing and metadata capture using information technology experts and automated tools such as artificial intelligence (AI) and computer learning tools
- Customized AI model for improved data capture and workflow
- Full turn-key data migration into document management systems
- Fantastic customer service and continual support
- Large warehouse to store millions of documents
- High-speed IBML scanning capabilities

CONTACT INFORMATION

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 Woman-Owned Small Business

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 CAGE: 3QSD3 518210ERM
 DUNS: 122477008 MDOT: 03-079
 NAICS: 518210 PCA: OD-412-24

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 Enrique Uribe, COR, Enrique.uribe@hq.doe.gov,
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House of Representatives, Digitization Services
 Davita Jones, Director of Protocol,
davita.jones@mail.house.gov, (202) 225-8596



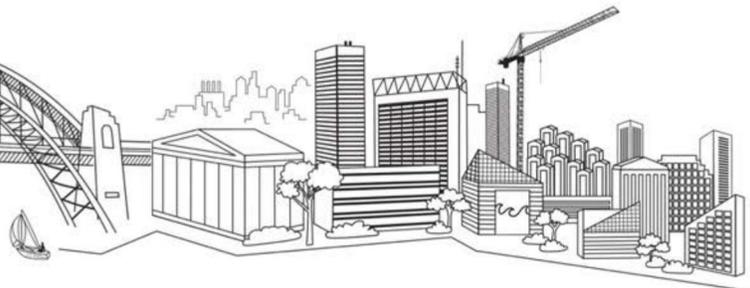
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 archSCAN@archSCAN.com

ORGANIZE
 DIGITIZE
 INDEX

DOCUMENT
 MANAGEMENT



Bridging the Paper to Digital Divide



CLIENT LIST

Document Management and Digitization Services

FEDERAL

American Battle Monuments Commission
 Board of Governors of the Federal Reserve
 Federal Bureau of Prisons
 Federal Housing Finance Agency
 NASA
 National Gallery of Art
 National Institute of Health
 National Park Service
 Natural Resources Defense Council
 Smithsonian Institution
 U. S. Coast Guard
 U. S. Department of Energy
 U. S. Geological Survey
 U. S. Navy
 U. S. Department of Justice
 U. S. House of Representatives
 U. S. Department of Agriculture
 Veterans Affairs
 York Housing Authority

STATE/LOCAL

Anne Arundel County, MD
 Baltimore County Public Schools
 City of Baltimore
 D.C. Dept. of Youth Rehabilitation Services
 Darien Public Schools
 Elizabeth River Crossings
 City of Annapolis
 King and Queen County
 Maryland Dept. of Transportation
 Maryland Port Administration
 Prince George's County
 Prince George's County Public Schools
 Prince Williams County Public Schools
 Queen Anne's County
 County of Potter, PA

NON-PROFIT

American Bar Association
 American Board of Internal Medicine
 American Psychological Association
 Andrew McDonough B+ Foundation
 Archdiocese for the Military Services
 Archdiocese of St Louis
 B & C Trust Funds
 B+ Foundation
 Bernese Mountain Dog Club of America
 C-Quest Capital
 DC Bar
 Delaware Historical Society
 Diocese of San Jose
 Freedom Forum
 Friends of Whipps Cemetery
 Holy Trinity Catholic Church
 Masons of Maryland
 National Assoc. of Federal Veterinarians
 PhRMA Foundation
 Society for Human Resource Management
 Society for Science and the Public
 South Asian Americans Leading Together

HIGHER ED

Arizona Western College
 Auburn University
 Bowie State University
 Cabrini University
 Carnegie Mellon University
 Colgate University
 Delaware State University
 Elizabeth City State University
 Fayetteville State University
 Georgetown University
 Georgia College and State University
 Goucher College
 Howard Community College
 Johns Hopkins University
 McDaniel College
 National Cathedral School
 Towson University
 University of Maryland Baltimore County
 University of Southern Mississippi
 Research Triangle Institute International
 University of the District of Columbia
 Washington School of Psychiatry

HEALTHCARE

Capital Women's Care
 Centra Health
 Charleston Area Medical Center
 Chesapeake Home Health Care
 Crothall Healthcare
 Frederick Health
 Hospital of the University of Pennsylvania
 Johns Hopkins Health System
 Keswick Multicare Center
 Luminis Health
 Matrix Medical Network
 MedStar Health
 Medxcel Facilities - St. Agnes Hospital
 Mercy Medical Center
 On Our Own of Maryland, Inc
 SUNY Downstate Medical Center
 United Medical Center
 University of Maryland Medical System

PRIVATE SECTOR

CBRE Building Engineering
 College Park Energy, LLC
 Cross Keys Village
 Cushman and Wakefield
 Enwave Energy
 Geico
 Johnson Controls
 Jones Lang LaSalle
 Lockheed Martin
 Merritt Companies
 Netflix, Inc.
 Trident BMC
 VIAS WINE IMPORTS LTD.
 Vicinity Energy
 Washington Golf and Country Club



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