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CAPABILITY STATEMENT

WOMAN OWNED

HUB ZONE

SMALL BUSINESS ENTERPRISE

GSA

A future-focused, transformation service provider, doc2e-file digitizes documents and extracts data to maximize your business. Our services transform business-critical records into accessible data, provide intelligence to line of business systems, preserve vital records, and more. Our focus on records management and compliance is only part of the reason to choose doc2e-file, moreover it is our desire to partner rather than simply supply that sets us apart.

CORE COMPETENCIES

RECORDS SCANNING AND ELECTRONIC RECORDS MANAGEMENT

Paper Scanning & Coding/Indexing	SAP / ARIBA Partner	Scan & Conversion Staffing
Microfilm/Fiche & Aperture Scanning	Document Storage	Damaged Document Recovery
Mobile Forms & Forms Processing	Electronics Records Management	Data Capture (manual & automated)

SOFTWARE SERVICES

DocuWare Document Management	Workflow Solutions	Content Management Integration
Hosted Electronic Records Management System		

WHAT SETS doc2e-file APART?

- ◆ Advanced Quality Controls - Double-blind data capture, 100% comparison of every image to original document, automated data capture with Zonal OCR and barcode reading, and automated validation of data
- ◆ Experienced Staff - Decades of training by experts in the industries we serve
- ◆ Preferred Vendor - SAP and ARIBA partners
- ◆ Extended Operations - Open 7am - Midnight, Monday - Friday to ensure quick turnaround times
- ◆ ISO Certification - ISO 9001 Certified Quality Management System

AWARDS

- WBEA** Supplier of the Year 2020
- Outstanding WBE Supplier** - CenterPoint Energy
- HUB Vendor of the Year** - University of Houston
- Fastest Growing Woman Owned Business (3 times)** Houston Business Journal

Key Federal Projects

SAIC	Boeing
Hamilton Sundstrand	Jacobs Engineering
Army Corps of Engineers	Wyle
GPO	

Other Projects

Texas Department of Transportation	Texas Commission on Law Enforcement
City of Houston	Entergy
CenterPoint	KBR
OneGas	MD Anderson
ConEdison	Texas Childrens Hospital
DOW	T-Mobile

DUNS NUMBER	CAGE CODE	PRIMARY NAICS CODE	ADDITIONAL NAICS CODES		
160580101	3N9H4	518210	541513	493190	541611
WRKBAIXBRXA7			561110	541519	561410

GSA	47Q5MA-21D08PN
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EXPERIENCE



Supported the contract for NASA with scanning services for paper and film conversion for a host of project close outs.

The conversion consisted of hundreds of boxed records and microfilmed files with a data capture process to map to the NASA document repository for archive.

A multi-year contract with various work authorizations with quick turnaround timelines.



Hamilton Sundstrand
A United Technologies Company

Supported the contract for NASA EVA 1 through EVA 3 Space Suit documentation files and deviation records – scanning of the project paper documents and data captured for various tracking, analysis and archival systems.

This multi-project contract consisted of the development of 3 teams on different record types working simultaneously over a 2 year timeline.



Scanning and data capture for a series of Archeology Library records for the South Central region. 400,000 documents with a 60-day time line – completed on time.



Support the GPO on various scanning and conversion projects in the southern region.

Paper document scanning and data capture for records archiving.

Handled transport, conversion and destruction as needed for various projects in support of the requests from agencies made to the GPO.



Scanning and data capture for the Crime Lab division. 13 locations throughout the State of Texas Hundreds of boxes of records to be digitized with data extraction.

Handled the transport and conversion with an accelerated turn around to utilize the available budget.