



4500 S. Wayside Drive
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CAPABILITY STATEMENT

WOMAN OWNED

HUB ZONE

SMALL BUSINESS ENTERPRISE

GSA

A future-focused, transformation service provider, doc2e-file digitizes records and collects data to maximize your business. Our services transform business-critical records into accessible data, create system and asset maps in GIS 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

Document Scanning
 Large Format Scanning
 Document Indexing

Damaged Document Recovery
 Microfilm/Microfiche Conversion
 Scan and Conversion Staffing

Data Capture
 GIS Data Capture
 Consulting

STORAGE

Box Storage
 Storage with Scan on Demand
 Monthly Budgeted Conversion Incl. Storage
 File Purge and Shredding

SOFTWARE SERVICES

Document Storage Cloud-Based Content Management Workflow Solutions

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

WHAT SETS DOC2E-FILE APART?

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

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 3X
Houston Business Journal

GSA
47Q SMA -21D08PN

DIR #: DIR-CPO-4475



EXPERIENCE

KEY CUSTOMERS

CenterPoint Entergy
 One Gas Atmos
 conEdison Duke
 Florida Natural NatGrid
 Gas

2ND TIER FEDERAL PROJECTS

Hamilton Sundstrand
 Jacobs Engineering
 Boeing
 KBR
 SAIC
 Wyle

INDUSTRIES

Utilities Municipalities & Counties
 Medical Higher Education
 ISDs & Education State Agencies
 Legal Finance
 Research Insurance
 Bio-Science Manufacturing