

WE PROVIDE

- ✓ SCANNING AND DIGITAL IMAGING
- ✓ RECORDS MANAGEMENT & HOSTING
- ✓ SECTION 508 SERVICES AND CERTIFICATION
- ✓ DATA CONVERSION
- ✓ PROFESSIONAL SERVICES

SECURE SYSTEMS, FACILITIES & PERSONNEL QUALIFICATIONS

- Strict “chain of custody” procedures utilized
- Encrypted while in transit, in production and while stored
- All systems meet FISMA audit and NARA standards
- Facilities maintained at high security clearance levels
- Federally cleared personnel for handling of sensitive and classified records including PII, PHI, and HIPAA certifications

RECORDS MANGEMENT & HOSTING

- Needs assessment and plans documentation
- Secure electronic document and records management system
- Hosting provided by VASTEC on Demand (VOD)
- Contract management and PR tracker system
- NARA compliant processes and storage

DOCUMENT SCANNING, IMAGING & CONVERSION

- Preparation, scanning and reassembly of documents & other physical material for digitization
- Image correction and Optical Character Recognition (OCR)
- Indexing and metadata entry
- Secure encrypted internal production facilities
- Converted into universal standard XML format, accessible for use among multiple systems
- Quality assurance and text verification
- Secure document destruction available

SECTION 508 SERVICES AND CERTIFICATION



- Section 508 certification via VASTEC Verified
- Microsoft Office formats remediation and accessible PDF creation
- Remediation of legacy PDF documents
- Website assessment for accessibility
- E-learning courses, skills practice, and customized classroom training sessions
- Train-the-trainer program

CONTRACT VEHICLES

- Strict “chain of custody” procedures utilized
- Encrypted while in transit, in production and while stored
- All systems meet FISMA audit and NARA standards
- Facilities maintained at high security clearance levels
- Federally cleared personnel for handling of sensitive and classified records including PII, PHI, and HIPAA certifications

PAST PERFORMANCE

- Department of Commerce (DoC)
 - National Technical Information Service (NTIS)
 - U.S. Patent & Trademark Office (USPTO)
- General Services Administration (GSA)
- Department of Treasury
- Social Security Administration (SSA)
- Department of Veterans Affairs (VA)
 - Construction & Facilities Management
 - Veterans Benefits Administration
- Health & Human Services (HHS)
 - Health Resources and Services Administration (HRSA)
- Department of Transportation (DOT)
 - Maritime Administration (MARAD)
- Federal Deposit Insurance Corporation (FDIC)
- Government Printing Office (GPO)
 - Document Automation & Production Service (DAPS)
 - IRS Alternative Media Center
- Department of Defense (DoD)
 - Walter Reed Nat'l Military Medical Center (WRNMMC)
 - U.S. Army Physical Disability Agency (PDA)
 - Office of Surgeon General
 - Joint Health Service Agency, PASBA
 - Army Review Board Agency (ARBA)
 - North Atlantic Regional Contracting Office (NARCO)
 - Joint Task Force National Capital Region Medical (JTF CapMed)
 - Army Medical Research Acquisition Activity (USAMRAA)
 - Defense Logistics Agency
 - Defense Health Agency
- Small Business Administration (SBA)

KEY CONTACTS

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LOCATIONS

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