EDWOSB

Economically Disadvantaged Woman–owned Small Business

DUNS: 078678348 CAGE: 6VHS5

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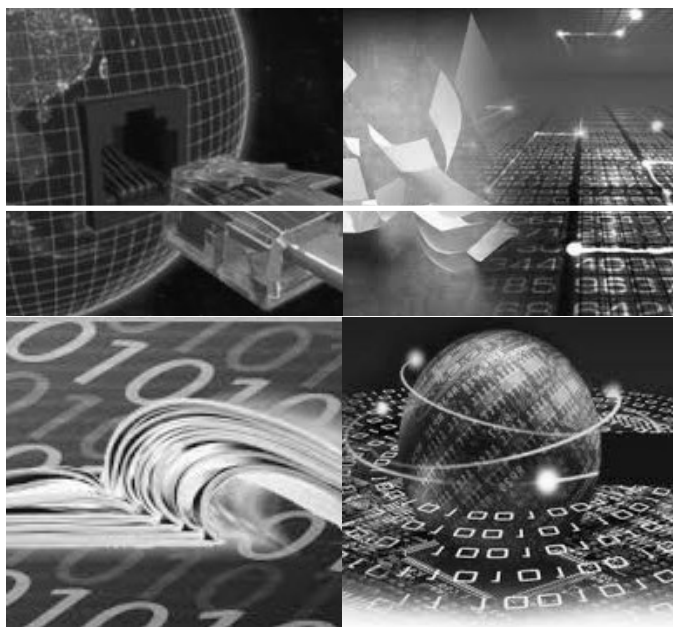PMCGEE@IQ-IA.COM

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Capability Brief

Response to Sources Sought Notice

U.S. Department of
Housing and Urban Development
Notice Number: RMS-2014-001
March 28, 2014

ABOUT US

We know program management. Before you spend money on a critical business project, whether it's a portfolio management initiative, a merger or acquisition, strategic business plan, or supply chain optimization, consider Integrated Project Management consulting firm. We complete your complex projects and solve your problems. Our skilled project managers work on -site to integrate the discipline of project management into your business.

One size does not fit all. Successful completion of your project demands agile delivery of processes aligned with your business strategy. At iQ-iA, we approach every project with a fresh, objective perspective to meet the needs of your project — and your company. After we're gone, you'll have processes and tools to keep things running smoothly.

KEY DIFFERENTIATORS

The iQ-iA Difference

All project management consulting firms are not equal.

iQ-iA is not confined by the boundaries of industry or functional areas. In fact, our key differentiators set us apart regardless of project type.

Integrated

At iQ-iA, we don't hand you a plan and walk away. Our professional project managers work on-site and are committed to the success of your most complex projects. We seamlessly integrate into your teams and have the business acumen required to ensure your project goals align with your company's strategy.

Leadership

We take on your initiatives and drive your projects, allowing you to focus your time and energy where they're needed most. Our objective leaders ask the tough questions to keep your organization progressing. We lead your projects and your teams.

ECONOMICALLY DISADVANTED,

WOMAN-OWNED SMALL BUSINESS (EDWOSB)

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CORE COMPENTENCIES

Our core competencies include records storage, off site data protection, document scanning and secure shredding. iQ-iA can help you index, inventory and verify your files. We have a fully trained staff of records managers that we can make available to you to complete any or all of the following:

☐ Index your existing files

☐ Verify that key documents are included

☐ Create a filing system for easy retrieval

☐ Instructing staff on file system maintenance

☐ Document Scanning

☐ Wide Format Scanning

☐ Microfiche/film/Aperture Card Scanning

☐ Indexing

☐ Image Processing

☐ MSDS (Material Safety Data Sheet)

iQ-iA provides the expertise and knowledge to handle your entire scanning and indexing requirements. We deliver high-quality digital images and index information in formats based on client specifications.

OUR PROCESS

Your documents are prepared for high speed scanners. This involves removing bindings like staples and paper clips. Irregular sized documents are reformatted to a standard size. The process also includes putting pages in the proper order and locating any missing ones.

The most straight forward step is the actual scanning. It is crucial that the images created are easy to read. This is closely monitored for quality.

Once documents are scanned, one or more index fields are added to every image. These index fields are how you will find your documents in the future.

Now your images are loaded onto a CD/DVD or loaded into an electronic document management system. These servers offer process flow features and make access and retrieval simple.

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RECORDS MANAGEMENT PROCESS

iQ-iA understands that document management represents valuable and precious records of client activity, project management work, financial and legal agreements and compliance requirements. We apply the following quality assurance checkpoints for the handling of your project and documents:

RECORDS MANAGEMENT SUPPORT SERVICES

iQ-iA's team has the knowledge and expertise to support or develop a records retention program that will save you money by managing the growth of your records. By knowing what records you have and how long you must keep them, you can keep your record retention costs and space needs in check. Our team can assist you with developing an actionable Policy Implementation Plan that recommends follow-on projects to address opportunities identified during the Records Inventory Assessment and policy development process. iQ-iA can assist with tasks, priorities and timelines for projects related to Records Management Systems, best practices for capture, filing, retention and disposition of paper records and scanned documents, records team training, and management of electronically stored information.

Creation, Collaboration, Processing, Retention, Archiving.

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SCANNING & IMAGING

IMAGING SERVICES

iQ-iA provides complete file scanning and conversion services for all business types. Scanning conversion to electronic format has many benefits:

· Save time by accessing documents from anywhere you have internet access

· Increase productivity

· Search for documents using index fields you define

· Improve security and ensure compliance by password protecting your documents

Scanning

Our team is available to handle all aspects of your imaging program, including picking up documents from your office, scanning and indexing them, and storing them in our highly secure data center for ready access. You'll be able to retrieve images readily over the Web or by email, or we can save them to CD or DVD for your use.

Quality You need your documents to be scanned accurately and clearly. The images are captured at a rate of 10,000 per shift – a lower speed so that the naked eye can do a visual check of each image as it is captured.

Indexing We work with you on the front end to determine the best way for you to find your documents once they are scanned. We utilize state of the art software and hardware that can index on the fly, OCR fields, read barcodes, or we can create a match and merge database from your own software to populate index fields. Each index is visually verified to ensure 100% accuracy.

Security Many competitors send indexing of your images offshore to third party firms. We maintain control of your documents and images at all times.

Image Format Our software has the capability to provide your images in a number of non-proprietary formats. This will allow you to work with your documents on an ongoing basis. In other words, whatever format you need your images in, we can produce your images in whatever format needed.

We will help you decide what makes good business sense to scan, store as paper, or destroy.

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DISPOSITION & SHREDDING

iQ-iA's disposition service operates to the highest confidentiality and quality standards and includes written certification of document destruction. Our team verifies that regulations and agency policies and procedures have been followed to destroy confidential documents following their conversion into a digital format.

By storing your documents digitally we ensure that all legal requirements have been met by creating permanent files that can be easily managed and stored via just one compact and visually discreet system.

SHREDDING

iQ-iA will collect your documents or carry out on-site shredding services either on demand or on a specified and arranged date - whichever is easier for you. Using secure containers for in-house collection, we'll take your documents away and start the shredding process immediately. iQ-iA s committed to making a difference to the environment through our recycling initiatives. Documents that are destroyed on your behalf will be recycled and made into new paper-based products to follow legislation and regulatory authority.

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RETRIEVAL SERVICES

When you require a document that is stored with us you need to know you can have access to it in a timely fashion. To ensure we meet your needs we offer a flexible retrieval service where we will deliver your document to you the same day, the next day or even within 2 hours with our express service. If the physical file is not always required we also offer Scan-on-Demand .

Our team member will pick the documents from the warehouse and deliver them to your office. Once you have finished with the documents we will collect them and return them to one of our secure storage facilities. All collection and retrieval requirements can be processed over the telephone, by email or through our document management system.

STORAGE & RETRIEVAL

Our advanced barcode tracking system reduces the risk of mislaid and inaccurate labeled files and boxes.
Our online document management service will also allow you to trace, track and request files from a remote location, and comprehensive audit tracking will ensure full compliance with data protection legislation too. The entire agency can store, access, and instantly retrieve records 24/7 as well as view any digital documents across multiple site locations.

All of your business content, from emails, digital paper records and office documents can be stored via in our tracking system allowing you to access your data in one central location.

RETRIEVAL

BUSINESS CAPABILITIES

- Secure document management
- Business processing
- Search functionality
- Instant record retrieval

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SECURE STORAGE SERVICES

We provide document storage services to make it easy to store your records off site, freeing up your valuable office space. Your documents will be securely stored in our intrusion alarmed secure facility, in a dedicated shelving area. The documents are booked into our system to allow for document retrieval and or confidential document destruction on your defined date. Here's our simple process for storage services:

The client requests documents to be collected from their office and taken to one to the NARA-certified storage facility.

· Documents are collected from the client's office and taken to the NARA-certified storage facility

· The documents are stored at a NARA-certified facility based on location of agency office.

· Document retrieval is requested via the tracking system, phone or email.

· Documents are delivered back to the client.

· Documents are retrieved from the client and returned to storage.

STORAGE SERVICES

Integrity: We abide by the highest ethical standards, demonstrating honesty and fairness in every action that we take, everywhere, all the time.

Our full document storage and archiving services include the following:

Provision of heavy duty cardboard storage boxes

Box packing service

Collection service

Box and document retrieval service

Rapid document scanning and electronic delivery of urgent documents

Confidential document destruction services

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Contact us today.

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511210	Software Publishers
541380	Testing Laboratories
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541618	Other Management Consulting Services
541690	Other Scientific and Technical Consulting Services
561499	All other Business Support Services

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