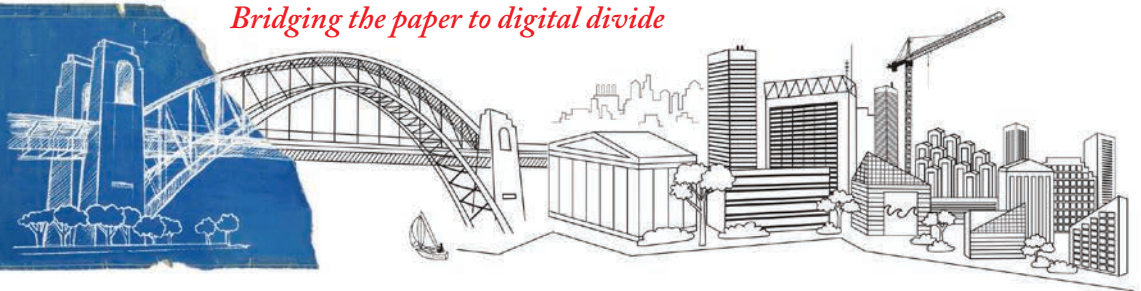


# CAPABILITIES STATEMENT



*Bridging the paper to digital divide*



## Scanning and Archiving Services- Find Information **FAST!**

### PAST PERFORMANCE

#### **Smithsonian Institution**

Document Management and Scanning Services  
(Prime #FO8CC10368) 2008-Present  
*Sylvia Kendra, kendras@si.edu*

#### **Department of Energy**

Inventory, Cataloging and Scanning  
of Official Record Documents  
(Prime #DE-MA0008281) 2013-2016  
*Jeff Munekata, jeff.munekata@hq.doe.gov*

#### **U.S. Geological Survey**

Document Management and Scanning Services  
(Sub-contractor for NVE-IDIQ 1024) 2015-Present  
*Dion Wilson, cdwilson@usgs.gov*

#### **Office of Personnel Management**

Document Management and Scanning Services  
(Prime #OPM1317F0002) 2017-2018  
*Matthew Donohue, matthew.donohue@opm.gov*

#### **U.S. Trade and Development**

Document Management and Scanning Services  
(Prime #1131PL18CSA41020) 2017-2018  
*Carolyn Hum, chum@ustda.gov*



### CORE COMPETENCIES

#### **Organize**

- Turning chaotic plan rooms into an orderly digital library
- Helping you find information FAST
- Researching, inventorying, organizing, cataloging, and indexing
- Digital file management and data re-structuring
- Metadata capture- identifying As-Builts, Permits, etc

#### **Digitize**

- Scanning: large-format drawings, small-format binders/files photographs, microfilm/fiche (TIFF, PDF/JPG)
- High Speed Bulk Scanning
- On-site/Off-site scanning services

#### **Manage**

- User-friendly digital library of documents
- Loading information into Document Management Systems
- Outsourced Librarian Services- keeping information current

### CERTIFICATIONS

#### **Find Information **FAST!****

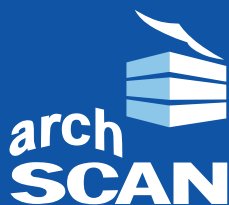
*Woman-Owned Small Business*

**CAGE:**3QSD3  
**NAICS:**518210

**Federal ID:** 22-3862823  
**DUNS:**122477008  
**MD DOT MBE:**03-079  
**SWAM:** 691006  
**GSA SCHEDULE 36:**  
GS-0F-071AA

### DIFFERENTIATORS

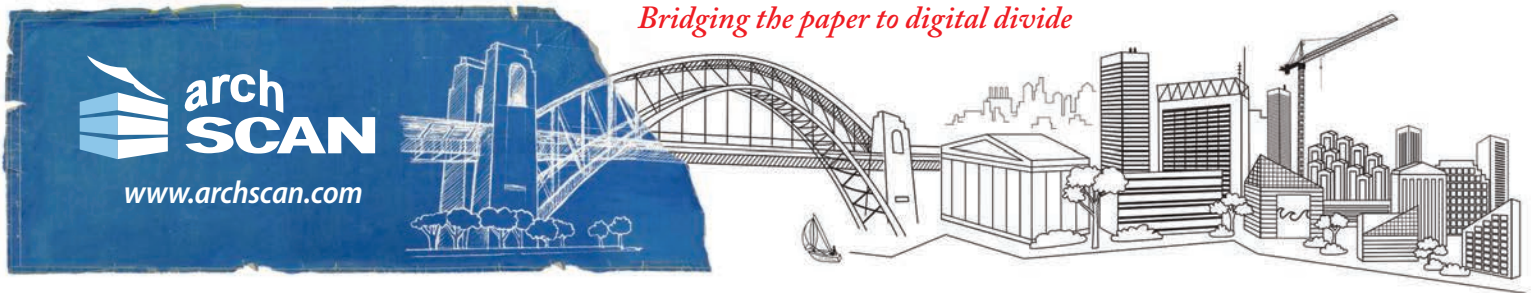
- Helping clients- Find Information FAST!
- Specializes in Facilities Documents
- Emphasis is placed on the organization of documents- both electronic and paper files
- Allowing clients to know what they have prior to scanning
- Customized database of documents
- Fantastic customer service and support
- Managing information going forward, keeping it up-to-date
- Never have a mess again!



**archSCAN, LLC**  
410-553-6383  
[archscan@archscan.com](mailto:archscan@archscan.com)  
[www.archscan.com](http://www.archscan.com)  
6798 Oak Hall Lane, C-1  
Columbia, MD 21045

***"Protecting vital information from damage or loss and digitally preserving it for the future."***

# PAST PERFORMANCE

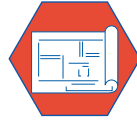


*Bridging the paper to digital divide*

*archSCAN organizes and digitizes documents to create digital libraries.*



Organized over 100  
plan rooms on-site  
and off-site



Digitized over 1,000,000  
blueprints since 2002



Managed information for  
government agencies,  
hospitals and universities

## CLIENT LIST & TESTIMONIALS

### Healthcare

Anne Arundel Medical Center  
Balt. Washington Medical Center  
Beebe Medical Center  
Franklin Square Hospital  
Georgetown University Hospital  
Good Samaritan Hospital  
Greater Balt. Medical Center  
Harbor Hospital  
Harford Memorial Hospital  
Johns Hopkins Bayview  
Providence Hospital  
Sheppard Pratt Health System  
St Agnes Hospital  
St Joseph Medical Center  
Union Memorial Hospital  
University of Maryland, Medical Ctr  
Upper Chesapeake Hospital

*"Your tremendously competent staff found order in our chaos! We know exactly what we have and where it is located. I can now find any drawing within seconds. Thank you, archSCAN for a job extremely well done! The end-product is well worth the initial investment."*

**- Thom Armstrong**  
Facilities Director  
Upper Chesapeake Hospital

### Federal Government

Federal Reserve Bank  
Bureau of Alcohol, Tobacco,  
Firearms and Explosives  
Fannie Mae  
National Park Service  
Naval Surface Warfare Center  
Office of Personnel Management  
Smithsonian Institution  
U.S. Department of Agriculture  
U.S. Department of Energy  
U.S. Geological Survey  
U.S. Trade & Development Agency  
U.S. National Arboretum

### Public School Systems

Anne Arundel County  
Calvert County  
Fredrick County  
Hartford County  
Howard County  
Kent County

*"The archSCAN team has earned very high marks for their successful efforts in cleaning up our old print room. Because of their triumph, we can actually find what we are looking for with little effort."*

**- Steve Swierczek**  
Director of Facilities  
Georgetown University Hospital

### Higher Education

American University  
Community College of Balt. County  
Frostburg State University  
Howard Community College  
Johns Hopkins, School of Public Health  
Johns Hopkins, School of Medicine  
Loyola University  
Morgan State University  
Northern VA Community College  
Salisbury State University  
Towson University  
University of D.C.

### State Government Agencies

Baltimore, Convention Center  
Calvert County, Public Health  
Howard County, Public Works  
Maryland Stadium Authority  
MD Dept of Safety & Corrections

*"archSCAN has provided us with top-notch customer service. They take extra time to communicate with the customer on a regular basis just to keep the lines of communication open. archSCAN is also thorough and efficient in the process they use to get the job done. They have a methodology to doing what they do and it shows!"*

**- Michelle Frederick**  
Development Manager  
American University



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