

## Document Handling & Information Services, Inc.

### CAPABILITIES STATEMENT

Our mission is to offer technical products and services that help our clients improve productivity, increase profits and improve customer service.

Document Handling & Information Services, Inc. is a full service integrator of Records Management, Document Imaging, Document Management, Electronic Signature, Workflow and Forms Processing Software and Services. The business was started in 1993.

DH&IS specializes in Records Management and Process Automation. We will analyze your current processes to see where improvements can be made. Recommendations may be in processes and/or software that will help to save time and decrease costs.

### Software and Hardware Solutions

**DH&IS is a VAR (Value-added Reseller) for the following hardware and software solutions. We are trained on the products and offer support and training on each product.**

Hardware/Software Name	Function/Features
BluebeamPDF	AutoCAD & Solidworks PDF Plug-in
*Bowe Bell & Howell	Document Scanners – low volume to high volume
*Brooktrout	Fax Cards for use with FaxCore solution
Cardiff Teleform	Forms Processing/Data Extraction
Cardiff LiquidOffice	Electronic Forms Processing & Workflow
A2iA Check Reader & Field Reader for Cardiff Teleform	ICR capabilities for payment processing – works with Verity Teleform
Contex	Engineering size scanners
*Co-Sign	Electronic Signature appliance – DOD compliant
Design Data Manager (DDM)	Document Management for Engineering – Check/in, Check-out, revision control
*FaxCore	Fax server/messaging software
I.R.I.S.	Acrobat PDF conversion, ocr, invoice processing
Jaguar Software	Payment Processing Solutions, Check 21
KnowledgeLake	Document Imaging for Microsoft Sharepoint
*LibertyIMS	Information Management System – includes Document Imaging, Document Management, COLD
Microsoft Sharepoint	Microsoft Office Sharepoint Server, Sharepoint Services
Revinetix – Disk2Disk	Total disk backup and restore solution
OptiVault	Archival & Backup on Optical Media
*Smead Software	FileRoom tracking, records retention, document imaging

\*GSA Schedule 70 #GS-35F-0506R

## Services

Needs Analysis	Adobe Acrobat Training, consulting, on-line forms
Business Process Analysis	Conversions – one format to another
Records Management Consulting	Scanning and indexing services
Microsoft Sharepoint Professional Services	System Design

## Company Information

Address	Communication	Contact Person
5720 Osuna Road NE Albuquerque, NM 87109-2527 <a href="http://www.dhinfo.com">http://www.dhinfo.com</a>	Phone: (505) 888-3620 or (800) 460-0388 Fax: (505) 888-3722	Debby Kruzic <a href="mailto:dkruzic@dhinfo.com">dkruzic@dhinfo.com</a>
North American Industry Classification (NAICS): 541611, 561410, 514210, 334611, 511140, 511210, 512191, 512240, 518210, 541511, 541519,	Duns # 80-307-8211 FEIN # 85-0424178 Cage Code 3DWM4 Accept Credit Cards: YES	Firm Established: 1993
8(a)/SDB Certified by SBA – Certification #110174	Woman-Owned	Native American(Aleut)

## Special Certifications:

***Certified Document Imaging Architect (CDIA)***

***Certified Records Manager (CRM)***

***Adobe Certified Expert in Acrobat Professional 7.0 with LiveCycle Designer***

***“Q” Clearances from DOE***

## References:

***Bureau of Land Management – Document Management/Records Management***  
***Los Alamos National Laboratories – Document Management/Scanning Services***  
***NNSA – Transcription Services***  
***Tricore Reference Laboratories – Document Management***  
***US Army Corp of Engineers – Scanning Services***  
***US Fish & Wildlife Services – Document Management/Scanning Services***