

USArchive & Imaging Services, Inc.

www.usaimaging.com

Contract Information

Federal Cage Code: 3HPG6
Federal NAICS code: 518210
Small Business (Federal)
Veteran Owned Business (Federal)
Small Contractor & Supplier (King
County) No.: 584

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**Contract and project
information is available for:**

US Army Corp of Engineers
US Army, Ft. Lewis
Kitsap County
Clark County
Kittitas County
Skagit County
Island County
Franklin County
Grays Harbor County,
(And other cities, counties and political
Sub divisions)

Contact Information

USArchive & Imaging Services
PO Box 673
Kirkland WA 98083

Phone Numbers:
(Local) 425- 822-5170
(Toll free) 1-866-822-5170
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Contact Owners:
Michael Plath- President/ CEO
mplath@usaimaging.com

**Noreen Plath- VP- Business
Services**
nplath@usaimaging.com

Ordering Information:

Please contact Noreen Plath- VP
Business Services for ordering
details- 1-866-822-5170

**All government credit cards are
accepted**

USArchive and Imaging Services, Inc. (USAIS) has served public and private organizations in document management services for over five years. We have a proven track record with all levels of government delivering required products and services *on time*, and *within budgets*.

We specialize in the conversion of government records to digital media for improved security and easier access to information. Our experience, along with a strong alliance network, allows USAIS to consult in all types of document management applications. USAIS has become the *trusted document management* leader in digital conversion services with local county government. We have been awarded several inter-local county contracts and have performed project services for the US Army Corps of Engineers and US Army, Fort Lewis.

Our core services include:

- Paper conversions to digital images (back file and day forward)
- Large format maps and drawing conversions
- Microfilm, microfiche and aperture card to digital
- Paper to microfilm
- Computer output to laser disk (COLD)
- Bound books to digital
- Historical documents converted to digital
- Data entry services
- Document management software solutions and integration
- Document management consulting

Additional services that can be offered through USAIS:

- Digital mail solutions
- Records storage of paper and storage of backup computer tapes
- Data backup and storage
- Disaster recovery services
- Web hosting
- Enterprise document management consulting

Past performance:

- Multiple statewide contracts for imaging & conversion services
- Multiple federal, state, local and political subdivision accounts.
(All government account information is available on request)

Mission:

“To be the areas prime imaging and document solutions provider for government and commercial businesses. Delivering **Trust, Technology and Experience**... allowing our customers to focus on their core business.”

Vision:

“To be recognized as **the Proven and Trusted imaging solutions provider** for government and commercial business while providing production and business career training to the local disabled community through a significant revenue generating growth model.”

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Small, Veteran Owned Business Enterprise

Offering career opportunities and independence for disabled individuals

2007V2

(General Information)

USAIS is the premier partner and solutions provider for state and local government. No other local organization can compare to USAIS in terms of service quality, efficiency, and speed.

We encourage you to make the comparison with other solution vendors and compare our prices and references. USAIS is the local leader in document management processing in the greater Puget Sound Region. Give us the opportunity and we will process your records and move your government organization into a streamlined paperless processing environment.

USAIS Solutions

- We provide state of the art **Scanning Services** which convert any range of documents, from passport size photographs up to large format size engineering drawings
- We offer complete **Web Host & Posting Solutions** which allow government agencies to place images up on a website for easy document access
- We build cutting-edge **Content Management and Image Capture Solutions** which allow clients to scan, index, store and retrieve mission critical files and information
- We have **strong Partnerships & Alliances with industry leading vendors** such as Bravera, GRM, docSTAR, docs2Digital and FileNiche, and many others, providing a choice of the perfect solution for your department or agency
- Our **Consulting Services** cover the full range of customer document management requirements from digital mail, document imaging, information workflow, project management, managed facility services and production room layouts
- Our **Off-Site Business Continuity/Disaster Backup** site is located in one of the top 5 "Safest Locations" in the country

Features of USAIS Services

- Ability to pick up and retrieve your documents and files on site and capture this information into industry standard PDF, TIFF and other file formats
- Color, Black & White, and Gray Scale scanning from 100-600+ dpi
- 16mm & 35mm microfilm, microfiche, and aperture card conversion support
- Stringent quality controls. Image deskew, dithering and other clean up for 100% quality assurance.
- Complete data entry and indexing support through manual data entry and OCR/ICR. Offshore data entry options are available as well
- Full document prep, disassembly, and reassembly

USAIS Application Reminder Checklist

• **Document Imaging Solutions**

- Paper- What types (Are there samples available?)
- Large maps & drawings
- Books (bound or loose)
- Microfilm, Microfiche, Aperture cards
- Microfilm creation from paper and digital
- CD & DVD Duplication, What other media needs?
- Data entry & Indexing
- Scanners, Systems and Server equipment needs?

• **Web Solutions- (Available Live Demos)**

- Simple repository- (ContentDirector, Eclipse)
- Document management- (DocumentMall)
- Workflow- (RapidWorkPlace)
- Secure, Password protected, Tier1 Site, DR,

• **In-House- Software Solutions**

- Repositories- (ViewCenter, docSTAR)
- Document management- (docSTAR, FileNiche)
- Workflow- (ProcessDirector)
- Collaboration- (SharePoint & Special requirements)
- Data Backup and Offsite storage- (LLIX and Infinity)

• **Records Storage (Local/National)**

- Records storage, File folders
- Computer tapes- DAT, CD, Other

• **Mailing & Printing Solutions**

- Digital Mail- (What is your vision of Digital Mail?)
- Types of Mail- Incoming, Outgoing, Inter-office
- Bills, Statements, Transactional
- E-Billings & E-Statements

• **Technical Support**

- Professional services- (RPS, TripleNet Technologies)
- Moving services, Server sales, "Everything for the data "center

• **Consulting Services and Process Flows**

"We have the Solutions for Government"