



Management and Technical Services



CORPORATE CAPABILITIES

2010

Agenda



- Services
- Facilities
- Customers
- Partners
- Certifications and Affiliations
- Why HARRIS & Company?

Services



- Project Management
- Records Management
- Facilities Management

Records Information Management



- Project Analysis
- Needs Assessment
- Secure Transportation
- Imaging & Indexing
- Redaction
- Document Storage
- Document Disposal
- Quality Control

Facility



Service Bureau – Fredericksburg, VA.

- Secret Facility Clearance
- Fireproof Vault/GSA Approved Container
- 6000 square feet
- Separate production and warehouse space
- State of the art equipment and software
- Ability to operate 24 hours

Customers



- U.S. Army Claims Service Center
- U.S. Department of Energy
- U.S. Patent and Trademark Office
- Department of Justice
- U.S. Marine Corps Air Station – Cherry Point, N.C.
- Department of Health and Human Services
- Pension Benefit Guaranty Corporation
- Environmental Protection Agency
- D.C. Government – Office of Children, Youth & Families Commission
- Management Support Technologies, Inc.
- Federal Trade Commission
- National Agricultural Library
- Office of Naval Research
- Department of Defense Education Activity
- Fredericksburg School District
- Virginia Neurosurgeons
- Office Movers/Fannie Mae

Business Partners



- Lockheed Martin – D.C./Rockville/Fairfax
- CSC Group – Brecksville, Ohio
- MSTI – Fairfax, Virginia
- LaBat Anderson – McLean, Virginia
- Serco – Reston, Virginia
- The Kane Companies – Gaithersburg, Md.
- Anixter – Greensboro, N.C.

Certifications & Affiliations



Certifications

- SBA 8(a) through 2011
- SBA HUBzone
- GSA Schedule 36
- DC-LSDBE/CBE
- MD. Department of Transportation (MDOT)
- PG County and PG Public Schools
- MSDC

Affiliations

- Greater Washington Board of Trade
- D.C. Chamber of Commerce
- ARMA
- SHRM

Relevant Experience



- U.S. Army Claims Service (USARCS)
Office of the Judge Advocate General
- U.S. Department of Energy (DOE)
Office of Reserve Lands Management – FE-47
- U.S. Patent and Trademark Office (USPTO)
Public Search Library
- U.S. Department of Justice (DOJ)
Office of the Attorney General

Unique Capabilities



- ❑ Sensitive/Historical/Classified Documents
- ❑ Secure Local and National Transports
- ❑ Privacy Issues
- ❑ Surge Requirements
- ❑ Changing requirements
- ❑ Overlapping pick up/deliveries
- ❑ Time as a critical driver
- ❑ Complex Indexing
- ❑ Vendor Transition
- ❑ 99.999% Accuracy

Why HARRIS & Company?



- Turnkey Operations
- High Quality Service
- Excellent Past Performance
- Secure Facility
- Latest Equipment and Software
- Experience

C.B. HARRIS & Company, Inc.



MOTTO:

**PROVIDING EFFECTIVE SERVICE THROUGH
COMMITMENT, KNOWLEDGE, EXPERIENCE
AND ENTHUSIASM!**

WWW.EHARRISCOMPANY.COM