



Capabilities Statement

Document Handling & Information Services, Inc
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DH&IS specializes in Records Management and Process Automation. Our mission is to offer computer hardware and software products and services that help our clients increase productivity, decrease processing times and reduce operating costs. The business was started in 1993, is woman/Native American-owned and is 8(a)/SDB certified

Services

Administrative Management and General Management Consulting Services (NAICS 541611)

- Document Management
- Records Management Consulting
- Needs Analysis/Business Process Analysis
- On-line forms development

Document Preparation and Data Processing Services (NAICS 561410/514210/518210/541519)

- Scanning and Indexing Services
- Transcription Services
- Microfiche conversions
- Conversions - One Imaging format to another

Clients/References

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

Affiliations

- New Mexico GSA Business Council
- Northern New Mexico Supplier Alliance

IT Products (423430/423420)

- Hardware
 - Document Scanners (Desktop to Engineering)
 - Fax Cards
 - EMC Mass Storage
- Software
 - Forms Processing
 - Digital Signature
 - Document Management
 - Document Imaging
 - Invoice/EOB Processing

Certifications and Clearances

- Certified Document Imaging Architect (CDIA)
- Certified Records Manager (CRM)
- "Q" Clearances from DOE