

ABC, Inc.

Capabilities Statement

ABC, Inc.
1234 Street Ave
Clifton, VA 20124
410-663-6009
bdevelop@abcinc.com
www.abcinc.com

Key Contact:
David Lowe
410-440-8527

8(a) certified
Minority Woman Owned
Small Disadvantaged Business

DUNS: 04977694

NAICS: 541511
541611
813920
541519

CAGE: 3CV39
Contracting Vehicles:

GSA Schedule 70
GS-35F-0779S

Agency References:
DHS
FEMA
FAA

About ABC

Based in Clifton, Virginia and servicing clients throughout the United States, ABC, Inc. is committed to the successful delivery of Records Management solutions. Records Management solutions organize and classify information stored in paper or electronic files and other media for easy access and retrieval.

Core Competencies:

Records Management, Freedom of Information Act (FOIA), Privacy Act, Paperwork Reduction Act, Forms & Directives, Call Center Support, IT Consulting, Custom Software.

ABC, Inc. focuses on services and products that add value to the records and information management chains. We create comprehensive solutions that meet their needs for managing physical and electronics records by:

- Creating, approving, and enforcing records policies including a classification system and a records retention policy
- Developing a records storage plan, which includes the short and long-term housing of physical records and digital information
- Managing file room operations including receiving, inventorying, organizing, labeling, storing, indexing, retrieving, scanning and bar coding records
- Converting paper based records to electronic media
- Designing, developing and configuring specialized software systems and databases for managing records including Electronic Records Management Systems (ERM's)
- Coordinating, managing and providing experienced staff for call center support groups
- ADP software, management and development
- Custom Software Development

Recent Success

Department of Homeland Security (DHS), ABC, Inc. provided the Federal Emergency Management Agency's (FEMA) External Affairs and Citizen Corps an assessment of their intranet and web sites. To conduct this assessment, we collected and analyzed the records that are generated via electronic mail, logged the records into a MS Database, documented our findings, and submitted recommendations for their intranet and regional websites.