



## Capability Statement

Government Technology and Business Services, Inc. (GTBS) is an 8(a) certified Small Business and GSA Schedule 70 holder dedicated to providing responsive IT services to government clients. GTBS' adherence to CMMI, ISO 9000, ITIL, and Earned Value Management standards are key because quality and cost control are embedded in our processes which are congruent with government IT investment goals.

Our core services are Records Management, Electronic Content Management, IT Security, and Application Development.

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| <b>Government Contract Vehicles:</b> | SBA 8(a)<br>Navy Seaport-e (Prime Contractor)<br>Virginia Minority Business Enterprise (MBE) | GSA Schedule 70 (IT Services)<br>GSA Schedule 36 (Office Imaging / Document Solutions)<br>Maryland Minority Business Enterprise (MBE) |
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## Past Performances

### Records Management

- General Services Administration / Project: Contract File Digitization**

GSA has issued GTBS and IDIQ to digitize up to 11.7 million pages of public building contract files and cadd drawings on-site in Atlanta GA.

- The U.S. Department of the Treasury / Project: Library Artifacts Digitization and Hosting Project**

GTBS was contracted to digitize over 1 million historical documents and fragile artifacts using the industry's leading book scanners. Our scanning process met stringent requirements which included image decompression and MARC processing.

- Department of Defense / Project: Human Resources Docket Card Digitization**

GTBS digitized and disposed of 150,000 docket cards at our secure scanning center in Falls Church, Virginia. This project was completed in 90 days.

- Department of Defense / Project: Records Digitization**

The National Security Education Program (NSEP) contracted GTBS to digitize 300,000 student records on-site.



### Electronic Content Management (ECM)

- The U.S. Department of the Treasury / Project: Enterprise Content Management**

GTBS was contracted to provide technical support services for the continued deployment and maintenance of Sharepoint 2010 infrastructure and other applications on the Treasury's ECM platform.

- The U.S. Department of the Treasury / Project: Freedom of Information Act Records Management**

GTBS implemented an enterprise FOIA solution that collects, stores, and manages the information necessary for processing FOIA requests, registering and maintaining casework, and processing release recommendations, appeals and case closures.

▪ **The U.S. Department of the Treasury / Project: EEO File Digitization Platform**

GTBS is developing a platform that will allow EEO practitioners to track, gather, and organize documents on EEO cases in a paperless complaint file that can easily be distributed to stakeholders in the complaint process.

## IT SECURITY

▪ **Department of Housing and Urban Development / Project: Enterprise IT Security**

In cooperation with HUD officials, GTBS developed the governance, charter, and implementation plan for an IT Security Council that brings together stakeholders in security, both IT and physical, within the Department. In addition, GTBS assisted the OCIO with updating the Security Plan for the Federal Enterprise Architecture (FEA).

▪ **The U.S. Department of the Treasury / Project: Certification and Accreditation**

GTBS provided the technical services necessary to allow Treasury to thoroughly test its records management system environment as well as its integration into the Electronic Content Management platform environment.

## SOFTWARE DEVELOPMENT

▪ **Department of Housing and Urban Development / Project: Hosted Financial Management System**

GTBS developed an enterprise solution to facilitate accounting data collection and reporting across disperse systems.

If you are in search of a **Hosted Records Management System**, GTBS has a massive ultra-secure document management repository that can hold every document produced by your organization.

Key Benefits:

- Free unlimited user licenses
- No hardware or software to purchase
- View, print, e-mail, fax, and annotate scanned documents
- Save and view documents in more than 250 file types
- Integration with Microsoft Office and SharePoint
- Redundant data centers in Kansas City and Denver
- Compliant with NIST, HIPAA, Section 508, SAS 70, 21 CFR Part 1
- Secure Sockets Layer encryption of all network communications



Contact Us Today!

**Government Technology and Business Services Inc.**  
6066 Leesburg Pike, Ste 200, Falls Church, VA 22150  
www.gtbs-inc.com