



CAPABILITY STATEMENT

COMPANY DESIGNATIONS

GPO Contractor Code: 370-72537
 CAGE Code: 3HLU0
 DUNS Number: 960416022
 Federal EIN: 521986251

NAICS CODES

518210	541512	541611	561320	561499
541110	541513	561110	561410	561990
541199	541519	561210	561439	

CERTIFICATIONS

Small Disadvantaged Business
 Minority Business Enterprise Certified - Native American

SIC

2752	7338	7374	7389	8744
2759	7363	7376	8111	
7334	7373	7379	8741	

Company Overview:

Quality Management Services is a Native-American minority owned business founded in 1996. Quality Management Services specializes in administrative support, records management, document scanning and data management to help commercial and government clients reduce costs, operate at optimum performance and access the information needed for daily and long-term productivity. The success of our company is attributed to our personnel, quality, service and responsiveness to every project. As taxpayers we are committed to servicing all governmental agencies in a consistent fashion which keeps all U.S. Citizen taxpayers in the forefront of our approach, planning and execution.

Core Competences:

DOCUMENT MANAGEMENT

- Electronic Data Processing
- Electronic Discovery Services
- Document Imaging
- Document Coding
- Data Acquisition & Production
- Database Creation
- Document Preparation Services
- Data Entry Services
- Secure Web Hosting
- Litigation Support Services
- Photocopying

FACILITIES MANAGEMENT

- Facilities / Organizational Support Services
- Mail Center Management
- Onsite Copy Center Management
- Administrative and Clerical Services
- Supply / Inventory Management
- Temporary Administrative Support
- Records Management

Clients Include (Partial List):

- U.S. Government Printing Office
 - U.S. Department of Justice
 - U.S. Department of Labor
 - Internal Revenue Service
 - Office of Chief Counsel
 - New Jersey State Police
 - Ford Motor Company
 - Unisys Corporation
 - Morgan Lewis & Bockius
 - Wilson Elser Moskowitz Edelman & Dicker LLP
 - Dechert LLP
 - PEW Charitable Corporation Trusts
- * References furnished upon request*

Case Studies:

Case Study #1:

Client: U.S. Government Printing Office (GPO)

Program: Automated Data Processing

Job Description: GPO required twelve boxes of documents converted to searchable electronic images for U.S. Department of Justice

Challenges: Pickup schedule delayed 7-days and mis-arrangement of original documents

Actions: Notified client of original document order as a result of company's assessment protocol. Assigned additional staff to complete project.

Results: Delivered images to the U.S. Department of Justice ahead of schedule.

Case Study #2:

Client: Wilson, Elser, Moskowitz, Elderman & Dicker LLP

Program: Professional Administrative Support Services

Job Description: Law firm desired to increase efficiencies while decreasing expenses.

Challenges: Successfully improve productivity and decrease expenses.

Actions: Deployed onsite staffing, implemented established techniques including 100% staffing at all times.

Results: Decreased annual expenses by \$72,000.00

Case Study #3:

Client: Woodcock Washburn

Program: Automated Data Processing

Job Description: Law firm needed to harvest and process 150GB of data

Challenges: Coordination and retrieval of data without impacting daily operations.

Actions: Implemented a strategic partnership to synchronize data to a network share where it was harvested.

Results: Project was completed without any interruption to end user.

Quality Management Executive Team:

Angelo Salandra, President with over 20-years experience in business development, marketing, sales and all aspects of business ownership

Robert Spiotta, Director of Government Relations has over 10-years experience in all aspects of facility management

Kurt Watson, Director of Information Technology with over 10-years experience in digital document management and electronic data discovery services

Joseph Toto, Vice President has 15-years experience managing all facets of corporate one hundred companies document solutions needs

Contact:

Robert Spiotta
rspiotta@qualityms.us.com

QUALITY MANAGEMENT SERVICES
1628 John F. Kennedy Blvd, Ste. 1810
Philadelphia, PA 19103
www.qualitymanagementservices.net

(215) 564-2679 Phone

(866) 564-2679 Toll Free

(215) 564-1701 Fax

