



“Your Document Conversion Experts”

CAPABILITIES STATEMENT

Melken Solutions, LLC
407.977.5673
7213 Sandscove Ct., Ste. 11
Winter Park, Florida 32792
www.melken-solutions.com

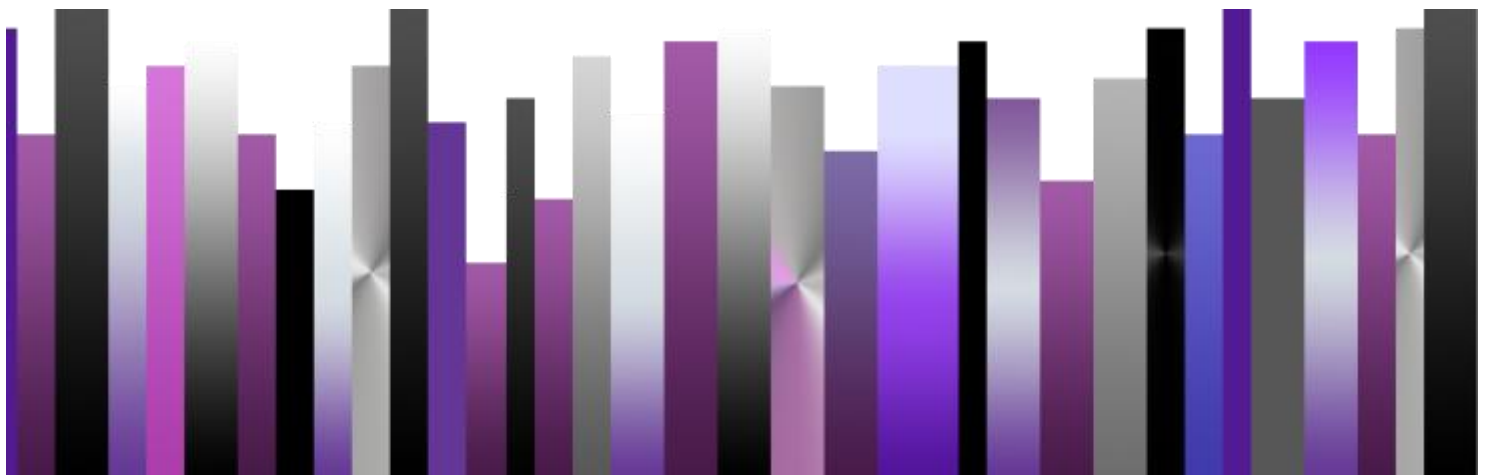


TABLE OF CONTENTS

Contractor Data	i
Business Information	1
Facility.....	1
Key Contacts.....	1
About Melken Solutions	i
NAICS Codes	i
All Services	i
Differentiators.....	i
Extensive Experience.....	i
Project Management	i
Flexible Solutions.....	i
Mobile Solutions.....	i
HIPAA Certified and Compliant.....	i
Criminal Justice Information Services (CJIS) Compliant	i
Past Performance	i
Federal Government.....	i
State Government.....	i
Local Municipalities	i
Commercial Entities	i

CONTRACTOR DATA

Registered Company Name:	Melken Solutions, LLC
Office Telephone:	407.977.5673
Office Fax Number:	407.977.5818
Website:	www.melken-solutions.com
DUNS Number:	809859494
CAGE:	56UY7
Tax Identification Number:	263279860
GSA Information:	Schedule 036 Contract Number GS03F027GA
Purchase Cards:	Yes

BUSINESS INFORMATION

Year Founded:	2008
State:	Florida
	Small Business Designation: Economically-Disadvantaged Women-Owned Small Business (EDWOSB)
Number of Employees:	10
Clientele:	Federal Government State Government Local Municipalities Commercial Entities

FACILITY

Headquarters Location:
7213 Sandscove Ct., Ste. 11
Winter Park, FL 32792

KEY CONTACTS

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ABOUT MELKEN SOLUTIONS

Melken is an Economically Disadvantaged Women Owned Small Business (EDWOSB) founded in 2008. We are proud to declare that we've been successfully serving the U.S. Federal Government, and commercial customers, throughout the United States and its territories. Melken has provided document conversion solutions for different federal, state, and local agencies, medical offices, legal offices, and various other firms from diverse industries. Our past performance and experience with such U.S. Government, local government, and commercial contracts demonstrates that we are a diverse, trustworthy, and qualified company. We put our reputation on the line to meet the needs and expectations of our clients, regardless of their industry.

Melken is a customer-focused document scanning and document conversion company that utilizes the latest document imaging technology, software, and scanning equipment. It is our goal to provide our customers with proven, cost-effective, stress-free, document scanning and conversion solutions. We are thoroughly experienced in document conversion philosophies and technologies. We pride ourselves on our ability to provide services that satisfy the exclusive expectations, needs, and requirements of our valued customers.

At Melken, we are determined to provide the security and confidentiality you require and need for your data and materials. We completely understand that security of sensitive data is a necessity. Therefore, we guarantee that we will protect and safeguard your sensitive material. Our entire work force is trained and monitored on privacy, security, and confidentiality procedures. Your material will be safe in our hands! To further guarantee the careful protection of your materials, our facility is monitored 24/7 to ensure that no breach of protected data ends up in the wrong hands. We take every precaution in order to defend your sensitive materials as if they were our own.

Melken Solutions recognizes that document conversion is not a unique service. However, we do guarantee that our approach will be customized to the specific needs and expectations of our customers. Therefore, we have developed an approach with a competitive advantage, to ensure that it is superior and cannot be easily reproduced by others. We separate ourselves from our competitors by strictly avoiding "cookie cutter" procedures and methods. We insist on developing a close relationship with our valued customers because this is essential in order to properly and completely ensure that their wants and needs are met. This is the reputation we strive to maintain and uphold daily here at Melken Solutions.



NAICS CODES

- Primary: 518210
- 493190
- 541990
- 561439
- 541930
- 561410
- 541611
- 519130
- 611710



ALL SERVICES

- Document Scanning and Image Conversion
- Curriculum Development
- Training
- OCR (optical character recognition)
- Wide-format Scanning
- Photography Scanning
- Book Scanning
- Legal support services (e-discovery)
- ePublishing (eBook) Conversion/Services
- Mail Processing
- Document Management Systems
- Data Entry
- Electronic Organization
- Document Translation
- Back-up data protection
- Project Consultancy
- Project Management

DIFFERENTIATORS

Extensive Experience

Melken Solutions has extensive proficiency in the document conversion solutions industry. Since our founding in 2008 we have gained comprehensive knowledge on best practices in the industry and the various types of specifications or requests our customers may have. Our experiences have allowed us to transform each project in order to meet the requirements of the customers, regardless of their status as a government or commercial entity.

Project Management

PMI Certified Project Manager (PMP).

Flexible Solutions

At Melken Solutions, we refuse to conform to the processes used by other companies in the industry; which is why, we offer our customers the ability to customize the project so that it best suits their needs. If our customers have unique specifications or instructions, we will easily and efficiently implement these into our process. We always insist on conducting an initial project-planning phase designed specifically to allow our customers the opportunity to relay their exact requirements, instructions, and needs to us from the very start of the project. This way, we can personalize our processes upfront according to the needs of the customer, rather than having to make adjustments later on in the project.

Mobile Solutions

Melken Solutions offers mobile document conversion solutions to all of our customers. We can provide a completely self-sufficient mobile office in which to perform our services. Our self-sufficient mobile office includes all of the necessary equipment that we would require in order for our employees to efficiently conduct the services outside of our facility. Our mobile solutions option is designed to benefit the customers who would rather have the project performed on-site or within close range of their location. We are more than happy to bring our services to you!

HIPAA Certified and Compliant

Melken Solutions is completely HIPAA Compliant company. All of our employees must undergo the HIPAA training and certification process at the time of hire. The employees also must re-train and update this certification annually.

Criminal Justice Information Services (CJIS) Compliant

The Physical and Environmental Security of our customer's materials is a major priority for Melken Solutions. Melken has been audited and found to meet all of the FBI Criminal Justice Information Services (CJIS) procedures for Information Security protection. Our secure facility is protected and monitored 24/7. Melken Solutions facility has integrated the security requirements for work done on a Federal Government level, including camera and audio surveillance; this is used for all clients. All of our employees are background checked prior to being officially hired. We guarantee that your documents and materials are in safe hands with Melken Solutions.



PAST PERFORMANCE

Federal Government

- U.S. Department of Labor
- U.S. Department of Justice
- U.S. Department of the Interior
- Federal Bureau of Investigations
- U.S. Department of Homeland Security
- U.S. Government Printing Office
- Drug Enforcement Agency
- Army Training & Doctrine Command
- U.S. Army Corps of Engineers, Tulsa District
- U.S. Army Corps of Engineers, Memphis District\
- U.S. Geological Survey (USGS)
- U.S. Courts, Florida Middle Federal Public Defender, Orlando
- Naval Air Warfare Center Training Systems Division (NAWCTSD) Orlando

State Government

- Florida Department of Law Enforcement

Local Municipalities

- Orange County Government FL
- City of Deland
- Orange County Library Services
- City of Tavares

Commercial Entities

- Cubic Global Defense
- Advanced Physical Management
- Umansky Law Firm
- Southeast Medical Services (SMS)
- Personal Pediatrics
- Allergy Asthma Associates
- Young & Company, LLC





Tired of all the inefficiency inherent in the filing and storage of your paper documents? Solve your paper storage issues and achieve greater productivity - by going digital!

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