



Federal Capabilities

DigiDoc, Incorporated

Contract #: 47QSM20R0001

Contract Period: 5 Years – 3/7/2025 - 3/6/2030

Business Size: Small Business

Our Vision

At DigiDoc, Inc., our vision is to be a trusted leader in digital innovation, empowering our clients with the tools and insights needed to navigate the complexities of today's global economy.

Empowering Informed Decisions

The global economy thrives on the speed and richness of information. DigiDoc's vision is rooted in enabling seamless [access, portability, and structure of information and IT](#), ensuring our clients can make truly [informed decisions](#).

Expanding Our National Footprint

In 2024, DigiDoc strategically [expanded its national footprint](#) with new offices in Illinois: 1 North State Street, Chicago, and 15 South Old State Capitol Plaza, Springfield. This strengthens our presence in the [Midwest and key regional markets](#), reaffirming our commitment to serving clients nationwide.

Two Decades of Transformative Solutions

With over [20 years of evolution](#), DigiDoc has become synonymous with delivering [transformative digital solutions](#). We are committed to continuous growth, defining the next generation of innovations while passionately giving back to the communities we serve.

"Our passion drives us to build the future of digital solutions, one informed decision at a time."

DigiDoc at a Glance

26

Years of Business

Founded and incorporated
in 2000

\$30M

Annual Revenue

Sustained growth and
financial stability

250+

Employees

Dedicated professionals
nationwide

54+

Certifications

Across the country

Healthcare

Transforming patient care and data management

Energy & Utility

Modernizing infrastructure and operations

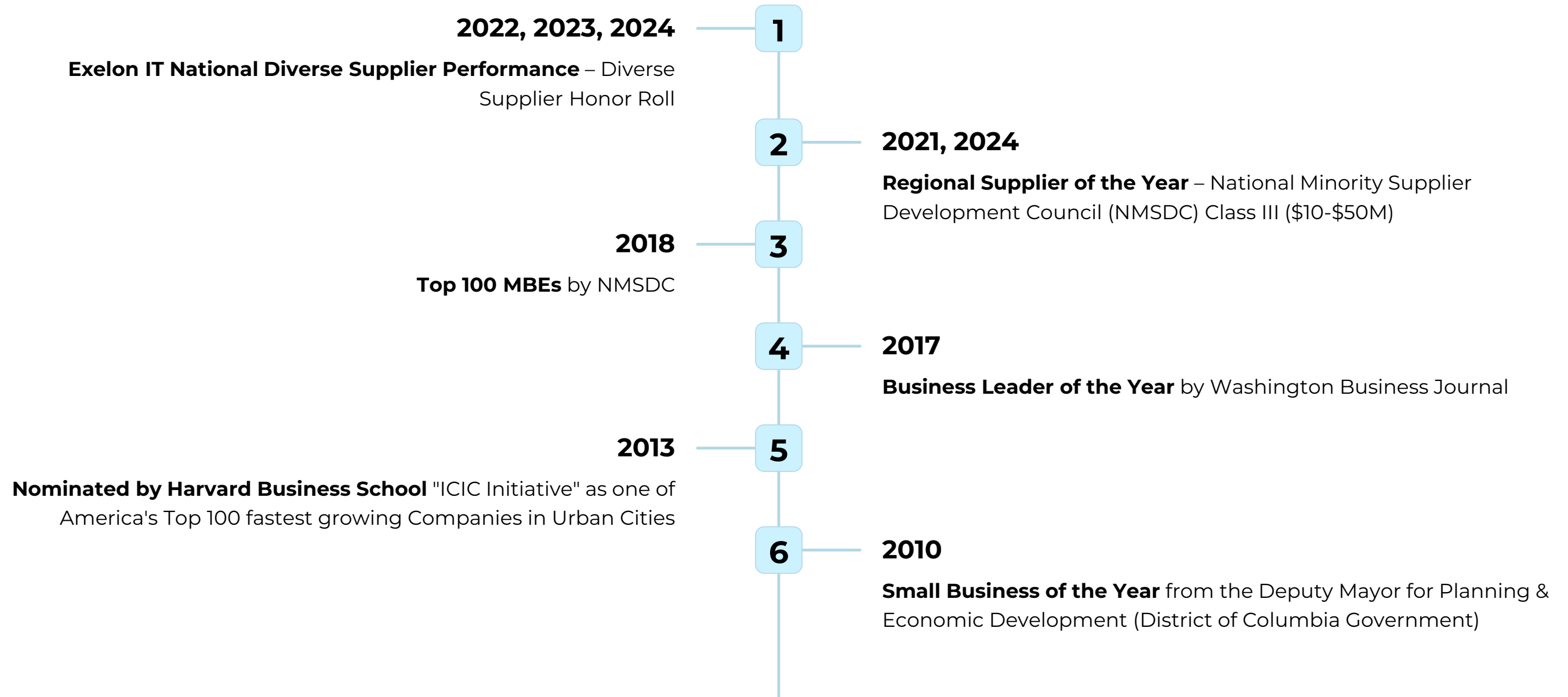
Public Sector

Enhancing government service delivery

Federal

Supporting mission-critical initiatives

Awards and Recognition



GSA Schedule Overview

DigiDoc's GSA Schedule provides federal agencies with streamlined access to comprehensive solutions across three Special Item Numbers (SINs), each designed to address critical government needs.

1

SIN 518210ERM

Electronic Records Management Solutions

- Records lifecycle management and compliance
- Document & content management systems
- Digital archiving & long-term preservation
- Automated workflow tools
- NARA, OMB, and M-19-21 compliance support
- Consulting & advisory services

2

SIN 541611MPS

Managed Print Solutions

- Print environment assessment and optimization
- Printer fleet management and consolidation
- Remote monitoring & analytics
- Automatic supply replenishment
- SLA-based maintenance & technical support
- Secure print & access controls
- Sustainability consulting

3

SIN 511210

Software Licenses

- Commercial Off-the-Shelf (COTS) software
- Subscription-based software models (Cloud, SaaS)
- Software maintenance & vendor support
- Secure digital document solutions
- Records management integration
- NIST, NARA, and FedRAMP-ready applications

Management Solutions: Comprehensive Records Management

DigiDoc's Electronic Records Management solutions support the complete lifecycle of federal records across all formats and platforms, ensuring compliance with NARA requirements and federal mandates.



Office Management Applications

Seamless integration with Microsoft 365 and Google Workspace. Automated classification, retention management, and metadata application at point of creation.



Social Media

Advanced crawling technology captures content from Facebook, Instagram, YouTube. Real-time or scheduled capture in NARA-acceptable formats with full metadata.



Photographs

Management for born-digital and scanned images. Automated classification with comprehensive metadata including date, subject, and location.



Structured Data

Integration with agency systems for databases and spreadsheets. Automated classification, de-duplication, and records retrieval tools.



Electronic Messages

Comprehensive capture of SMS/MMS and iMessage at carrier and system levels. Automatic metadata application with timestamps and sender/recipient information.



Websites

Web crawling technology captures internal and external websites in WARC and PDF formats. Scheduled captures with quality assurance verification.



Digital Audio & Video

Records management for multimedia files with detailed metadata. NARA-compliant formats ensuring long-term preservation and accessibility.



Shared Drives

Duplicate identification, metadata organization, and retention schedule application. Elimination of redundant, outdated, and trivial (ROT) data.

Labor Categories

Our comprehensive labor categories support the full spectrum of federal project needs, from strategic program management to technical implementation and operational support.

Program Manager

Oversees and coordinates multiple related projects to achieve strategic goals. Defines program objectives, manages resources, ensures alignment with business objectives, and works with project managers for successful delivery.

Project Manager

Plans, executes and closes projects within defined scope, timelines and budgets. Develops project plans, manages resources, coordinates team activities, monitors progress and mitigates risks.

Supervisor

Oversees daily operations and manages staff, ensuring productivity and quality goals are met. Responsible for team development, process improvements and handling escalated issues.

Document Workflow Analyst

Analyzes and optimizes document workflows and processes. Recommends solutions to improve efficiency, reduce errors and enhance productivity within document handling systems.

Network Support Analyst

Monitors and maintains network systems, ensuring functionality. Troubleshoots network issues, implements upgrades and provides technical support for network-related problems.

Database Administrator

Manages databases, ensuring performance, security and availability. Responsibilities include backup, recovery and tuning of database systems.

DigiDoc + SAS Partnership



Authorized System Integrator

DigiDoc is an authorized system integrator for SAS Institute, a global leader in advanced analytics, artificial intelligence and data management solutions. As a trusted partner, DigiDoc is approved to deliver and support SAS Viya, SAS's cutting-edge, cloud-native analytics platform.



Software Delivery

Comprehensive deployment of SAS Viya and related solutions



System Integration

Seamless integration with existing agency infrastructure



Customization

Tailored solutions to meet specific agency requirements



Technical Support

Ongoing support for scalable, secure, high-performance environments

Clients benefit from the combined expertise of DigiDoc and SAS to deploy analytics environments that drive actionable insights and measurable results.

Strategic Partners

DigiDoc collaborates with industry-leading technology providers to deliver comprehensive and innovative solutions for our public sector clients. These strategic partnerships enable us to leverage cutting-edge platforms and expertise, ensuring our services are robust, scalable, and tailored to meet evolving governmental needs.

Data/ERP/Cloud Partners



AWS



IBM



SAS



Microsoft



Oracle

Enterprise Content Management Partners

FileNet

Document Management

Hyland OnBase

Content Services



Contact Us

Ready to transform your agency's digital capabilities? Our federal team is here to help you navigate requirements, ensure compliance, and accelerate project delivery.



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DigiDoc is proud to stand alongside federal agencies as they build the next generation of government services.