

Document Digitization

Company Name eliteBco, LLC (founded in 2009)
dba Elite Business Consultants

Owner Luis A. Baez-Black, CPA, President & CEO

DUNS | CAGE No. 962880782 | 690R5



Value Proposition **Document Preparation.** From documents that are clipped together to bound books, we have the experience and technology to prepare your documents for digitization.

Document Indexing/Cataloging. Zone scanning technology for auto-indexing, database integration for additional indexes, and manual data entry with business rules/formatting validation.

Multiple File Formats and OCR. We support multiple data formats, such as PDF, TIFF, and JPEG, and use Optical Character Recognition (OCR) to convert scanned pages into searchable text, when needed.

Searching and Content Management Systems. Whether you need simple file storage and retrieval or a comprehensive Content Management System (CMS), we can help implement the right solution.

Quality Control. Our quality control processes ensure images are aligned, clear, and legible... indexes are correct... and text from the OCR technology described above is up to 99.9% accurate.



Services

Document Digitization Services

- Digitization and Content Management
- Process Management Consulting
- Data Quality Plans

Additional Services

- Data Audits, Data Mining, and Quality Control
- Disaster Recovery
- Outsourcing and Out-Tasking

NAICS Codes

Core NAICS Codes

- 541611:** Admin Mgmt & General Mgmt Consulting Svcs
- 541519:** Information Technology Value Added Resellers
- 518210:** Data Processing, Hosting, and Related Services
- 541211:** Offices of Certified Public Accountants

Additional NAICS Codes

- 511210:** Software Publishers
- 541513:** Computer Facilities Mgmt Services
- 541511:** Custom Computer Programming Svcs
- 541512:** Computer Systems Design Services
- 561110:** Office Administrative Services

Contract Vehicles

- 8(a) Set-Aside
- Purchase Order
- Subcontract
- P-Card

Supplier Diversity

- Certified 8(a) (expires 6/21/2022)
- Certified HUBZone
- Minority Business Enterprise (MBE)

Notable Clients

- U.S. Army National Guard
- USAID
- DHS
- Department of the Treasury
- HUD

How We are Different

Specialized Software. We are experts at implementing Microsoft SharePoint and Agiloft.

Project Management Approach. We manage risks, reporting, and quality control of all the work we perform.

Process Design. We analyze and improve our processes to achieve operational efficiencies at every step, documenting changes to our standard operating procedures whenever needed.

Bi-Lingual. We are fluent in English and in Spanish.

Contact Information

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