# IJM Associates

## COMPANY OVERVIEW

*Small Disadvantaged Business · Building Solutions*

### NAICS CODES

| | | |
|---|---|---|
| 541511 | 541690 | 611430 |
| 541512 | 541990 | 611710 |
| 541519 | 561110 | 511210 |
| 541611 | 561210 | 518210 |
| 541614 | 561410 | 541199 |
| 541618 | 611420 | 541330 |

### FEDERAL GOVERNMENT CLIENTS

- **Department of Health & Human Services**
- **Department of Homeland Security**
- **Department of Labor**
- **Department of the Interior**
- **Department of the Treasury**
- **General Services Administration**
- **Export-Import Bank of the United States**

## CORE CAPABILITIES

### Records Management

- ➤ Governance
  - Records schedules
  - File management plans
  - Business rules
  - Strategic plans
  - Policies and procedures
- ➤ Records training and awareness
- ➤ Compliance
  - Assessment
  - Risk management
  - Monitoring

- ➤ Operations
  - Process reengineering
  - Life cycle framework
  - File room management
  - Records inventory
  - Loss prevention
  - Records retrieval
  - Correspondence management
- ➤ Quality improvement
- ➤ Electronic records management
- ➤ Database management support

### Freedom of Information Act (FOIA) Support

- ➤ Processing from cradle to grave
- ➤ Interim and final releases
- ➤ Establishing procedures
- ➤ Automating workflows
- ➤ Conducting records searches
- ➤ Redacting records
- ➤ Preparing correspondence
- ➤ Request tracking

- ➤ Quality assurance
- ➤ FOIA training
- ➤ Vaughn Indices
- ➤ Developing efficient reporting tools
- ➤ Preparing Annual FOIA Report
- ➤ Coordinating referrals & consultations
- ➤ Evaluating fee waiver requests
- ➤ Backlog reduction

### Privacy Act (PA) Support

- ➤ Privacy Threshold Analysis (PTA)
- ➤ Privacy Impact Assessment (PIA)
- ➤ System of Records Notice (SORN)
- ➤ Privacy Act Section e(3) Statement
- ➤ Computer Matching Agreement (CMA)
- ➤ Information Sharing Access Agreement
- ➤ Notice of Proposed Rulemaking (NPRM)
- ➤ Final Rule

- ➤ FISMA compliance
- ➤ Incident response and mitigation
- ➤ Reporting requirements
- ➤ Training and awareness
- ➤ Site audits
- ➤ Civil liberties support
- ➤ Privacy program development
- ➤ Program coordination

## IJM Associates

Tel: 202-567-7378
info@ijmassociates.com
www.ijmassociates.com

| Training Development | |
|---|---|
| ➢ Web-based training | ➢ Training development |
| ➢ Computer-based training | ➢ Rapid prototyping |
| ➢ Classroom-based training | ➢ Video production |
| ➢ Blended learning | ➢ Graphics design |
| ➢ Training evaluation | ➢ Simple to highly interactive designs |
| ➢ Needs assessment and analysis | ➢ Developmental and pilot testing |
| ➢ Instructional design | ➢ 508, SCORM compliance |

| Scanning and Digitization Services | |
|---|---|
| ➢ Logistics/shipping | ➢ Quality Assurance |
| ➢ Document preparation | ➢ Web-based repositories |
| ➢ Inventory | ➢ Electronic and physical storage |
| ➢ Scanning | ➢ Records management |
| ➢ Redaction | ➢ Coordination of destruction |
| ➢ Indexing | ➢ Shipment to Federal Records Center |

| Business Analysis and Process Improvement | |
|---|---|
| ➢ Assessment of as-is and to-be | ➢ Tailored training |
| ➢ Requirements analysis | ➢ Compliance monitoring |
| ➢ Workflow development | ➢ Quality improvement |
| ➢ Gap analysis | ➢ Change management |
| ➢ Prioritized recommendations | ➢ Organizational development |
| ➢ Policies and procedures | ➢ Root cause analysis |
| ➢ Phased implementation | |

| Application Management | |
|---|---|
| ➢ System development life cycle (SDLC) | ➢ Development of tools to support business functions |
| ➢ Requirements analysis | ➢ Tracking systems |
| ➢ Functional and design specification | ➢ Data migration |
| ➢ Test planning | ➢ Software configuration |
| ➢ Component, regression testing | ➢ Software customization |
| ➢ User acceptance testing | |

| Program and Project Management | |
|---|---|
| ➢ Program planning and analysis | ➢ Project management plans |
| ➢ Policy and procedures review | ➢ Work breakdown schedules |
| ➢ Business process reengineering | ➢ Project scheduling |
| ➢ Administrative support | ➢ Project monitoring |
| ➢ Technical writing | ➢ Scope verification |

| Acquisitions Support | |
|---|---|
| ➢ Customer consultation and support | ➢ Manage entire acquisition process |
| ➢ Requirements analysis | ➢ Bid evaluation |
| ➢ Acquisition planning | ➢ Cost/price analysis |
| ➢ Solicitation preparation | ➢ Discussions and negotiations |
| ➢ Specialized solicitation provisions | ➢ Contract administration and closeout |

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