

FINANCIAL REVIEW OF RECORDS MANAGEMENT PROCESS AND VENDOR COMPLIANCE

- Review of vendor contract terms and conditions, services, item pricing, and invoices.
- Analysis of vendor contracts, pricing, and billing.
- Detailed documentation and calculation of the dollar amount of vendor overbilling.
- Assist clients in assuring vendor compliance of most favored pricing clauses in contracts.
- Full engagement with the Request for Proposal (RFP) process with vendors for any of our core service offerings including document storage, data protection, scanning and cloud hosting and shredding services. Our unique and proven process and documentation has proven to save our customers substantially on their annual spend for these services.

RECORDS MANAGEMENT OPERATIONAL AND PHYSICAL REVIEWS

- Transition management from your current records company to the new company so every record is accounted for. This includes writing the plan and managing the process from start to finish.
- Review, evaluation, and improvement of current records management organization structure, staffing patterns, skills, assignments, logistics, and job descriptions.
- Review, evaluation, and improvement of current records management contracting process, order processing, record keeping, invoice processing, and approvals for invoice payment.
- Review and analysis of current record storage operations to assure procedural compliance: (1) that records are indeed stored where they should be; (2) of system integrity as to how metadata is captured; and, (3) with physical and maintenance standards of the records center facilities.