

GPO TASK ORDER FOR USDA

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TASK ORDER DESCRIPTION

The Government Publishing Office (GPO) is a Federal Entity that keeps America Informed as the official, digital, and secure source for producing, preserving, and distributing official Federal Government publications and information products for Congress, Federal agencies, and the American public.

GPO awarded Quality Associates, Inc. (QAI) a five (5) year Blanket Purchase Agreement (BPA) Task Order to provide M-19-21/M-23-07 Technical Support Services and Solutions to Clients within the USDA.

Many of our current projects are significant in scope and take into consideration several capabilities including: business analysis, records/content management, technical and non-technical labor categories, workflow/business process automation, data capture/conversion, 508 services and solutions, web services, data entry and long term document storage.

DIGITIZATION

- Assess permanent record paper and media inventory
- Provide onsite/offsite turnkey scanning services
- Prep, scan and index paper and electronic collections
- Design day forward services to eliminate paper
- Records management
- Complete training with documentation
- M-19-21/M-23-07 Compliance

ENTERPRISE CONTENT MANAGEMENT

- Detailed Business Analysis
- Business Requirements Documents
- Pilot Solutions to Mitigate Risk
- Design and Implement ECM Systems
- Migration - *Moving digital information between databases and work cloud platforms*
- Process Automation - *Streamline and optimize tasks, activities and workflows*
- Information Governance - *Building records management and compliance plans*
- Complete Training with Documentation

STAFF AUGMENTATION

- Consulting
- Onsite/Offsite FTE project support
- Project Management Office Support



ORDERING PROCESS

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- QAI works with USDA customer to define the Statement of Work (SOW) parameters
- QAI develops a cost estimate for the work defined in the SOW
- USDA develops the formal SOW and IGCE and emails the information to GPO
- GPO reviews SOW and IGCE with USDA and send them forms 7600 A/B
- USDA completes 7600 A/B forms and sends back to GPO for approval
- QAI is notified to begin work on the project

GPO CONTACTS

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