

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

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

**Duns and CAGE No.** 962880782 | 690R5



eliteBco Team



**Value Proposition to Federal Agencies**

- **Document Prepping**
  - From documents that are clipped together to bound books, we have the experience and technology to have your documents ready 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 (i.e., PDF, TIFF, JPEG, etc.) and our OCR technology is 99.9% accurate
- **Searching and Content Management Systems**
  - Whether simple file system storage and retrieval is needed or a comprehensive Content Management System (CMS), we can help implement the right solution
- **Quality Control**
  - Our quality control processes ensures that images are aligned, clear and legible; indexes are correct; and Optical Character Recognition (OCR) are exact with more than 99.9% accuracy

|                 |   |  |
|-----------------|---|--|
| <b>Services</b> | <p><u><b>Core Services</b></u></p> <ul style="list-style-type: none"> <li>• Digitization and Content Management</li> <li>• Process Management Consulting</li> <li>• Data quality plans</li> </ul> | <p><u><b>Additional Services</b></u></p> <ul style="list-style-type: none"> <li>• Data audits, data mining, and quality control</li> <li>• Disaster recovery</li> <li>• Outsourcing and out-tasking</li> </ul> |
|-----------------|---|--|

|                    |  |   |
|--------------------|--|---|
| <b>NAICS Codes</b> | <p><u><b>Core NAICS Codes</b></u></p> <p><b>541611</b> - Administrative Management and General Management Consulting Services</p> <p><b>541519</b> - Information Technology Value Added Resellers</p> <p><b>518210</b> - Data Processing, Hosting, and Related Services</p> <p><b>541211</b> - Offices of Certified Public Accountants</p> | <p><u><b>Additional NAICS Codes</b></u></p> <p><b>511210</b> - Software Publishers</p> <p><b>541513</b> - Computer Facilities Management Services</p> <p><b>541511</b> - Custom Computer Programming Services</p> <p><b>541512</b> - Computer Systems Design Services</p> <p><b>561110</b> - Office Administrative Services</p> |
|--------------------|--|---|

|                          |  |
|--------------------------|--|
| <b>Contract Vehicles</b> | <ul style="list-style-type: none"> <li>• 8(a) Set-Aside</li> <li>• Purchase Order</li> </ul> <ul style="list-style-type: none"> <li>• Subcontract</li> <li>• P-Card</li> </ul> |
|--------------------------|--|

**Supplier Diversity** 8(a) Certified (Expires 06/21/2022)      Minority Business Enterprise (MBE)

**Clients** US Army National Guard | US Coast Guard | Puerto Rico Department of Education

- Why We are Different**
- **Specialized Software.**
    - We are experts at implementing Microsoft SharePoint and Agiloft.
  - **Project Management Approach.**
    - For managing risks, reporting, and quality control of work performed
  - **Process Design.**
    - Analyze and improve processes to achieve operational efficiencies
    - Design and document standard operating procedures

|                            |   |   |
|----------------------------|---|---|
| <b>Contact Information</b> | <p>1723 19th Street NW<br/>Washington, DC 20009<br/><a href="mailto:lbaez@elitebco.com">lbaez@elitebco.com</a><br/>202-838-3014</p> | <p>161 Ave. Ponce de Leon, Suite 201<br/>San Juan, PR 00917<br/><a href="mailto:lbaez@elitebco.com">lbaez@elitebco.com</a><br/>787-903-5483</p> |
|----------------------------|---|---|

