


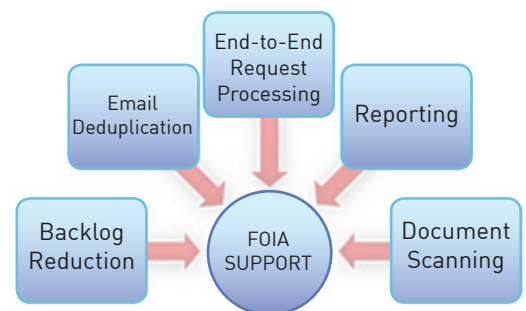
FOIA Services

How to Use CIO-SP3 Small Business GWAC Acquire FOIA Services from 

The Chief Information Officer – Solutions and Partners 3 Small Business (CIO-SP3 Small Business) Government-wide Acquisition Contract (GWAC) is a proven contract vehicle to obtain FOIA services from AINS®. AINS provides skilled FOIA professionals to our Federal government customers to improve FOIA program productivity. Our FOIA professionals are experienced, uniquely skilled and available to assist agencies to process new FOIA requests, deduplicate and review email collections for responsive documents, or to focus on FOIA backlog reduction.

Full Spectrum of FOIA Support Services

- Backlog:** FOIA backlog reduction to support agency backlog reduction mandates and goals
- Email:** Email deduplication and processing using FOIAXpress® Advanced Document Review module can reduce email document collection by 50-70%
- Processing:** Effective end-to-end request processing from request case origination to final delivery and redaction of responsive documents
Preparing correspondence such as submitter notices, fee letters, and third party authorization letters
- Reporting:** Preparation and support of DoJ Annual Report and custom reports
- Scanning:** Scanning of responsive documents into FOIAXpress



Why choose AINS for complete FOIA support services?

- > Experts in utilizing FOIAXpress to increase responsiveness, improve timeliness and reduce cost
- > Experts in backlog reduction
- > Experts in correct application of the FOIA exemptions
- > Experts in email deduplication (requires FOIAXpress Advanced Document Review module)
- > Experts in using AINS' ScanXpress document scanning application

About AINS

AINS is a leading global provider of cloud-based, adaptive case management platforms and solutions. Since 1988, AINS has empowered more than 350 organizations around the world to rethink how they work by providing innovative, agile software solutions and services to government and commercial markets. Built from the ground up for case management, eCase Platform and Solutions enable our customers to bring new products to market quickly, digitize customer engagement and automate unique business processes across diverse lines of business—without the constraints of custom coding. Out-of-the-box eCase Solutions for Human Resources, Audit, Inspections and Investigations, Correspondence and Open Government, via FOIAXpress, further accelerate time to value, while providing organizations greater flexibility to adapt as their processes change. Together, these powerful solutions help our customers enhance productivity, reduce costs and achieve better outcomes. For more information, visit www.ains.com.

Example of CIO-SP3-SB Task Order Language for FOIA Services

CIO SP3-SB Task Area 7 is a proven approach to acquire FOIA backlog services from AINS. Below is an example of a sample task order for FOIA services:

Overview

Freedom of Information Act (FOIA) and Privacy Act Requests. The FOIA Act provides that any person can request access to federal agency records, and that all federal agencies must disclose records after receiving a legitimate request, except for records protected from disclosure by one or more of the nine FOIA exemptions. The Privacy Act protects individual's privacy by restricting access to governmental records about them, while also specifying the process individuals must follow to request access to their personal information, as well as the procedures an agency must follow upon receipt of a request for such information.

Purpose of the Task Order

The Contractor shall provide technical support and assistance to the agency, helping them to complete various required functions as part of processing and responding to FOIA and Privacy Act requests. The Contract shall provide technical support and assistance that is needed so that the agency may complete FOIA-related tasks in a timely manner that corresponds to all legal and regulatory requirements.

The Contractor shall provide technical support and assistance under Task Area 7 of the Chief Information Officer – Solutions and Partners 3 Small Business (CIO-SP3 Small Business) Government-wide Acquisition Contract (GWAC). Task Area 7 of that contract, entitled “Critical Infrastructure Protection and Information Assurance” includes as subtasks “Records Management” (7.r) and “eDiscovery” (7.x). These functions fall within the scope of the CIO-SP3 Small Business contract vehicle. The Contractor shall provide support and assistance with FOIA processing to include e-discovery and records management functions associated with the protection of the agency information assets, assurance of the integrity and availability of those information assets to the public and protection of the confidentiality of the personal information contained in those information assets through appropriate application of redaction techniques. Contractor staff shall all be experienced in the use of FOIAXpress to process FOIA requests and apply appropriate redactions as required.



Streamlined acquisition and fast provisioning are among the advantages of choosing CIO-SP3 Small Business, a Government-Wide Acquisition Contract (GWAC) from NITAAC that can be used by any federal civilian or DoD agency to fulfill a broad range of mission critical IT requirements and program support services.

CIO-SP3 Small Business Contract Holders have gone through a comprehensive review process prior to award, which includes dimensions such as technical capabilities, past performance, price and cost. This enables CO's to use simplified evaluations at the task order level, resulting in significant savings in time, money and resources, while accessing a pool of contractors that are the best of the best.

NITAAC Program Benefits

- > Easy-to-use, secure web-based e-GOS ordering system for automated task order competition, set-aside, management, awardee selection and notification
- > No special "Delegation of Procurement Authority" is required by NITAAC
- > Customer Support Center provides 1-hour response to any contractual, technical or procedural question
- > 1-day turnaround on free, comprehensive SOW/PWS assessment for every task order assures quality responses
- > Free training on GWACs, FAR 16.505, e-GOS and more; certification for 2 CLPs awarded

GWAC Benefits

- > Streamlined ordering and procedures under FAR Subpart 16.505 save time, money and resources
- > 8(a) competition allows for sole source awards without additional competition or justification under FAR Subpart 19.804-6 (b)
- > Task orders placed directly by agency with end-to-end management by procuring CO

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