







CAPABILITIES STATEMENT

Absoulute Organizing Solutions

COMPANY DATA	SUMMARY OF SERVICES
<p>Absoulute Organizing Solutions, founded in 2000, provides hands-on professional organizing, records management, move/relocation coordination, packing and unpacking services and productivity training. We work with corporations, small businesses, non-profits and individuals. Our services include organizing any space, personal or professional, including supply closets, file/work rooms. We provide solutions for paper and workflow management, clutter control, filing systems, innovative storage solutions and customized solutions for increasing overall productivity and efficiency.</p> <p><u>NAICS DESCRIPTION</u></p> <p>484210 Used Household and Office Goods Moving 518210 Data Entry Services 541611 Records Management Services 541614 Productivity Improvement / Efficiency Consulting Services 561110 Office Administrative Services 561410 Business Support Services 611430 Professional Development Training 812990 Personal Organizing Services</p> <p><u>NIGP DESCRIPTION</u></p> <p>918-00-00 Consulting Services 918-06-00 Administrative Consulting 918-20-00 Business Consulting 918-80-00 Moving/Relocation Services 920-21-00 Data Entry Services 924-60-80 Seminars 958-82-00 Records Management 962-46-40 Filing Systems</p> <p><u>PAST PERFORMANCE</u></p> <ul style="list-style-type: none"> • Catholic Charities USA - Move/Relocation Services, Professional Organizing & Records Management Services • DC Department of Employment Services - Move/Relocation Services, Professional Organizing & Records Management 	<p><u>Professional Organizing/Productivity/ Efficiency Services</u></p> <ul style="list-style-type: none"> • Clutter Control & Purging • File Systems • Hands-on Professional Organization • Organizing of any Area or Space (supply closets, storage rooms, file rooms, etc.) • Paper, Email & Electronic File Management • Process Improvement • Storage Solutions • Workflow Management <p><u>Records Management Services</u></p> <ul style="list-style-type: none"> • Categorizing & Naming Conventions • Electronic File Management • Evaluation of Off-site Storage • File Purging • Filing Systems Strategy & Implementation • Inventory Management • Record Retention Schedule • Records Storage Plans <p><u>Move/Relocation & Logistics Services</u></p> <ul style="list-style-type: none"> • Develop Relocation Project Log and Schedule • Hands-on Purging, Packing , Un-packing and Settling-in Services • Move Coordination (Pre- & Post-) and Support • Request for Proposals (RFP) • Staff Advocacy, Move Taskforce Meetings • Strategic Planning/Inventory Development • Storage Solutions • Vendor Management <p><u>Productivity Training</u></p> <ul style="list-style-type: none"> • Goal Setting • Handling Incoming Items • Prioritization • Project Management • Scheduling • Time Management <p style="text-align: center;">     </p>