



## CAPABILITY STATEMENT

**Kenney Business Solutions (KBS)** is a Minority-Owned, Small Business Administration-certified 8(a) headquartered in Lorton, VA. Incorporated in 2015, we provide comprehensive Program and Project Management, Records and Information Management, Litigation and Legal Support, Freedom of Information Act (FOIA) & Records Access, Records Digitization, and Administrative Support services. KBS is Defense Counterintelligence and Security Agency (DCSA) certified and holds a Top Secret/Sensitive Compartmented Information (TS/SCI) Facility Clearance.



**CAGE:** 7DS80 | **UEI:** H3FJC4XEHM9

## COMPANY SNAPSHOT

**Point of Contact:** Vincent Kenney, President

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**Address:** 7217 Lockport Place, Suite 204,  
Lorton, VA

**Work Area:** Nationwide

## CORE COMPETENCIES

KBS services include:

- **Program & Project Management**
  - ✓ PMP / Agile / Scrum SAFe Certified Personnel
- **Records & Information Management**
  - ✓ NARA Certified Practitioners & Trainers
- **FOIA & Records Access**
  - ✓ Privacy Act
  - ✓ Declassification / Security Review
- **Legal & Litigation Support**
  - ✓ Case Management
  - ✓ Investigative Reporting
- **Records Digitization**
  - ✓ Metadata Tagging using NARA & FADGI Standards
- **eDiscovery & Digital Investigations**
  - ✓ Congressional, FOIA, Litigation, and Mandatory Declassification Requests
- **Administrative Support**
  - ✓ Executive-Level Support
  - ✓ Technical Administrative Support
- **Facility & Operations Management**
  - ✓ TS/SCI Facility Clearance & CAGE Code

## PAST PERFORMANCE

### Prime Staffing & Consulting Partners:

- Administrative Office of U.S. Courts
- Department of Justice
- Department of State
- Department of the Navy
- DoD Office of General Counsel
- Environmental Protection Agency
- General Services Administration
- National Guard Bureau
- Office of Joint Chiefs of Staff
- Office of Secretary of Defense
- Office of Undersecretary of Defense for Policy
- Transportation Security Agency

## CONTRACT VEHICLES

- GSA MAS No. 47Q5MA18D08QG
- SeaPort NXG - N0017821D9159
- OASIS+ Small Business Pool

*We are a mature 8(a) company with over 9 years' experience supporting the federal government. We value customer relationships, strive for excellence, and add value by delivering top notch personnel to support mission critical needs.*



## CORE CAPABILITIES

### PROGRAM & PROJECT MANAGEMENT

KBS applies industry standard best practices in concert with proven leadership principles to provide quality results within budget and scope. We understand the challenges facing federal agencies and provide comprehensive support to facilitate executive programs including strategic planning and management; policy development; training and technical assistance; and conference/meeting planning. We work closely with our customers to understand their needs, goals, and complexities characterizing their organizations. We then apply this knowledge to develop and implement relevant and effective solutions.

### RECORDS & INFORMATION MANAGEMENT

KBS provides support in the handling of official record material, including sensitive and classified information. We specialize in the assessment, physical management, organization, preservation, and movement of records. We ensure access to record material, including emails, Federal data systems, and Government social media records, all in accordance with proper security requirements and Federal disposition schedules,

### FOIA & RECORDS ACCESS

We support Freedom of Information Act (FOIA), Privacy Act, Declassification, and Security Review programs. We process requests and appeals, communicate with requesters, coordinate referrals with component agencies, generate reports, provide support to Action Officers, and prepare final response letters. We review responsive material, provide redaction and exemption recommendations, formulate interim and final response letters to requesters, and complete administrative closure of case files.

### eDISCOVERY SUPPORT

We support eDiscovery programs providing research for records responsive to Congressional, FOIA, Litigation, and Mandatory Declassification requests. We assess requests and prepare strategies for research; compile, analyze, and verify data; use statistical benchmarks to record and track our efforts; and report findings in a useful format.

### LEGAL & LITIGATION SUPPORT

KBS personnel provide litigation and legal support services including the preparation of legal actions; reviewing, analyzing, and summarizing investigative reports, testimonies, interviews, case files, and associated documents; and providing trial preparation support. We review information relevant to ongoing litigation, analyze data, develop recommendations for use by attorneys, and use automated legal research tools such as LEXIS and Westlaw to facilitate eDiscovery.

### RECORDS DIGITIZATION

We assess records, determine records vs. non-records, and prepare material for scanning. We identify and capture metadata, mark special considerations, and repair damaged pages. We scan records using NARA and FADGI standards, and process of 100% of PDFs for optical character recognition. We execute quality control reviews and track all actions via dedicated digitization databases.

### ADMINISTRATIVE SUPPORT

KBS provides effective administrative support, including the scheduling of meetings, travel, and work-related events; correspondence preparation including letters and emails; front desk support; mail room support; office logistics; and data entry.

## NAICS, SINS & CERTIFICATIONS

[www.kbsolutionscorp.com](http://www.kbsolutionscorp.com)

**NAICS:** 518210, 561110, 541330, 519120, 561210, 541611, 561320, 541519, 541618, 561410, 561990

**GSA SINS:** 561110, 518210ERM, 518210DC, 561439, 541611LIT, 493110RM

