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COMPANY OVERVIEW

MEI is a wholly owned, Vietnam Era, Disabled Veteran, that has been providing a variety of mail room outsourcing; document/media management; and payment processing services for Large and medium-sized corporations, Defense Contractors and Government Agencies since 1998. Our mission includes developing and deploying the industry's best intellectual capital, ensuring excellence in operations, applying technology with innovation and providing the best solutions for our clients' business challenges. Our long-tenured experience has fine-tuned MEI's ability to manage large volume, confidential, national security-sensitive, short-notice and extraordinarily varied client objectives flawlessly.



CORE COMPETENCIES

Mailroom Outsourcing

- Nationwide inbound and outbound mail sorting and delivery
- Accountable mail tracking and management
- Mail-handling equipment maintenance and support
- Mailing list management and address cleansing
- Inter- and intra-company courier services
- Real-time screening for suspicious mail and packages

Document Digitization & Management

- Scanning and digitization of paper and multimedia records
- Indexing and secure digital storage solutions
- Expertise in medical, legal, financial, and personnel files
- Compliance with HIPAA, HITECH, PII, and Sarbanes-Oxley
- Custom digital portals for secure document access

Inmate Mail Digitization

- Inmate Mail Digitization solutions for correctional facilities
- Specialized digitization of inmate correspondence with secure access protocols



CERTIFICATIONS



DIFFERENTIATORS

- 25+ Years of Experience with Federal and Commercial Clients
- SDVOSB, and Texas HUB Certified
- Proven Ability to Manage Large-Volume, Sensitive Materials
- Full Regulatory Compliance and Secure Protocols
- Long-Term Contracts with High Client Retention
- Scalable Operations Across the U.S.
- Experienced Team with Strong Project Management Capabilities



KEY CLIENTS

- Army Corps of Engineers
- Federal Aviation Administration (FAA)
- Department of Homeland Security (CBP)
- Veterans Administration
- NY Army National Guard
- Trident Health Services
- City of Dallas



NAICS CODES

518210: Data Processing (Primary)

561210: Facility Support Services (Primary)

491110: Postal Services

561499: Other Business Support Services

561431: Private Mail Center

561410: Document Preparation

561110: Office Administrative Services