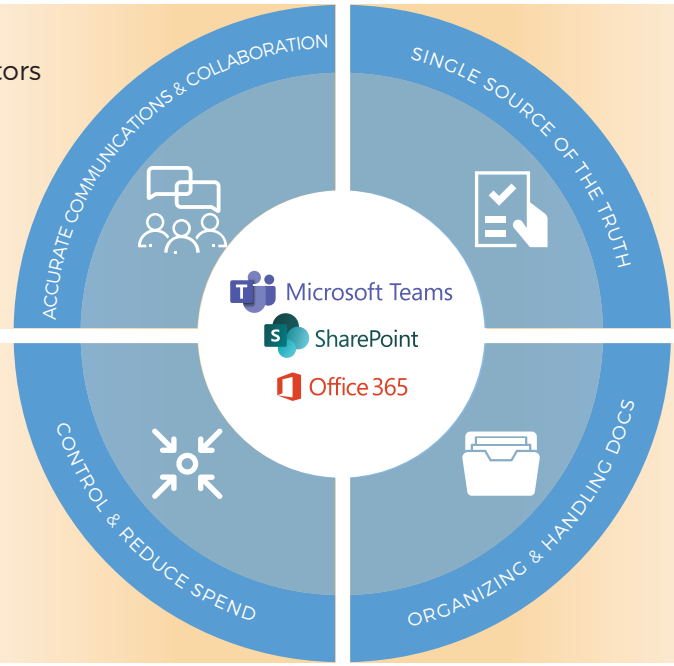
BayenGroup

CAPABILITY STATEMENT: CONTRACT DOCUMENT MANAGEMENT SYSTEM

Minority Business Enterprise (MBE) Certified | Metro SBE / DBE Certified | SBA HUBZONE CERTIFIED

- Government and Contractor
- Contractors and Subcontractors
- Project Managers
- Job Site Workers



- Central repository
- Continual flow of info
- Immediate access to reliable information
- Version control
- Validate facts with accurate records as evidence

- Mature document management process with checks/balances
- Stakeholder transparency
- Dashboards & Scorecards
- Risk Management

- Specifications
- Submittals
- Contract Drawings: Approval, Shop, Final, As-built
- REA, RFC, RFI, RFP, RFS, CM
- Contract schedules
- Meeting agendas and meeting minutes
- Letters, memos, and other typical contract correspondence
- GIS enabled

Digital Forms | Approval Process | Integration | Cloud | Secure | Scalable

PAST PERFORMANCE

San Diego Gas & Electric Co.

(subcontractor to Burns & McDonnell)

Electric Distribution Planning (EDP)

- One simple integrated digital system to manage major design projects from start to finish
- Automated existing paper forms and manual process within a 45 day deadline
- Provides management and oversight of small business suppliers performing work

Quality Assurance Quality Control (QA/QC)

- Designed and development a digital system featuring forms and associated workflows for the program management of SDG&E's QA/QC inspection process
- Integration with Primavera, Procore and Sharper Shape

Major Program/Project Portfolio Management (PPM)

- Completed planning and design phase for similar digital system
- Currently in development

ABOUT BAYEN GROUP

We are a highly experienced SharePoint, Office 365 and Web Site/Development services company. We are experts in migration, process automation, system integration and provide tailor-made SharePoint solutions.

We facilitate collaboration across departments by streamlining business processes and connecting Enterprise applications and databases with SharePoint. Resulting in a seamless, intuitive SharePoint modern workplace experience that greatly increases productivity and efficiency while maintaining security.

- A CPUC Certified Minority Business Enterprise (MBE)
- A California Department of Transportation (Caltrans) Disadvantaged Business Enterprise (DBE)

Beyond Technology. **Partnership**.

BayenGroup | (424) 271-9293 | hmartin@bayengroup.com | www.bayengroup.com