



Information is our forté

## Outsourcing Services Profile

Cadence Group draws on more than 20 years of experience in library science, information architecture, and technology solutions to help clients deliver valuable information to people who need it the most.



**GSA** Contract Holder

### Benefits

- ▶ Become compliant with best practices
- ▶ Increase operating efficiencies
- ▶ Save up to 30% on the cost of running many business operations
- ▶ Gain economies of scale from enterprise-wide contracts
- ▶ Get the highest return from investments in people and technology
- ▶ Concentrate on your core competencies

### Staffing

#### Information Challenge

There are times when a company needs to set up a business operation outside its core competencies. For example, an airline may need a records center, but may not have the records management expertise to set up the operation and run it.

What is the best way to acquire this knowledge without incurring high staffing or operating costs?

#### Cadence Group Solution

Cadence Group® has a long history of helping clients find a cost-effective way to run an information management (IM) business operation outside their core competencies — in practice areas such as records management, virtual/physical libraries, knowledge management, and research.

We apply our services in a way that allows you to get the highest return from your investment in people and technology.

With Outsourcing services, we take care of everything — management, staffing, and day-to-day operations — saving you as much as 30% on the cost of running many business operations.

In addition, you gain professional resources for many business functions including:

- ▶ Central control, audits, and enforcement of policies and procedures
- ▶ User support and training programs
- ▶ Central contract management
- ▶ Enterprise aggregation of vendor purchases
- ▶ Coordination of internal communications and promotion
- ▶ Technology decisions

#### Outsourcing Services

Outsourcing services are available in all Cadence Group practice areas. Our information professionals help you define, implement, and operate an IM business function — such as a records center, virtual information center, physical library, or research department — while you focus on your core

### Consulting

### Outsourcing

competencies. Typically, Cadence Group outsourcing projects use the following approach:

- ▶ Appoint an executive sponsor
- ▶ Define program scope
- ▶ Identify resources and responsibilities
- ▶ Define policies, functions, and service based on best practices
- ▶ Assess software options
- ▶ Secure necessary staff, equipment, and software
- ▶ Assign department-level liaisons
- ▶ Provide day-to-day support to business units and individuals
- ▶ Conduct periodic management reviews

#### Benefits

With Cadence Group's Outsourcing services, you gain maximum flexibility with your workforce by having the IM expertise when you need it — for as long as you need it. Outsourcing solutions also enable you to:

- ▶ Apply best practices to increase operating efficiencies
- ▶ Reduce the risk of non-compliance issues
- ▶ Decrease operating costs
- ▶ Gain economies of scale from enterprise-wide contracts and purchases
- ▶ Focus your business efforts on revenue-producing core competencies

#### Doing Business with Cadence Group

Cadence Group has more than 20 years' experience servicing a variety of clients including corporations, law firms, technology companies, libraries, health care organizations, and state and federal government agencies.

For each assignment, Cadence Group determines the service agreement that best fits your current information needs and budget — with updated assessments for future considerations.

Whether you need research, records management, taxonomy development, knowledge management, or the staff to run a virtual/

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physical library, Cadence Group offers the requisite Staffing, Consulting, and Outsourcing services to fill your needs.

- ▶ **Staffing** services help you quickly find qualified information specialists when you need them for as long as you need them – for temp, temp-to-hire, and direct-hire placements.
- ▶ **Consulting** services help you define your IM needs, develop custom solutions, and train users in new processes and systems.
- ▶ **Outsourcing** services provide a cost-effective way to run an IM business operation outside your core competencies. With outsourcing solutions, we take care of everything – management, staffing, and day-to-day operations – saving you as much as 30% on the cost of running many business operations.
- ▶ **Government Relations** — Cadence Group has the necessary government agreements to conduct business with the federal or local governments. This includes a five-year GSA schedule contract and registrations with *PRO-Net* and the Central Contractor Registration System of the Department of Defense.
- ▶ **Partnerships** — Cadence Group forms partnerships with software vendors, Internet Service Providers, and other IT companies. We help our partners integrate their technology solutions with our proven information and knowledge management services.

## Industries We Serve

We service the following industries and business segments:

- ▶ Academic/Schools & Education Services
- ▶ Consulting
- ▶ Energy
- ▶ Food and Beverage
- ▶ Health Care
- ▶ Legal
- ▶ Manufacturing
- ▶ Media
- ▶ Non-profit

- ▶ Retail
- ▶ Telecommunications
- ▶ Technology
- ▶ Transportation

## For More Information

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## Cadence Group Practice Areas

### Acquire

- ▶ Research
- ▶ On-demand Research
- ▶ Competitive Intelligence
- ▶ Content Acquisition
- ▶ Document Delivery

### Organize

- ▶ Records Management
- ▶ Enterprise Content Management
- ▶ Taxonomy Development
- ▶ Virtual/Physical Libraries
- ▶ Knowledge Management
- ▶ Custom Application Solutions

### Disseminate

- ▶ Web Content Architecture
- ▶ Web Content Management
- ▶ News and Content e-Summaries

**In-forté<sup>SM</sup>**, A virtual information center solution

