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www.ontherecordllc.com

# Logical Solutions. Proven Results.

OTR provides executive level professional services, delivering measurable value and superior operating results, ultimately enabling effective client success.

## Capabilities Statement

# Roni Parks

## Owner CEO

roni@ontherecordllc.com

## Corporate Overview

On the Record, LLC was founded in 2012 and is a Georgia based SBA 8(a) Certified, Woman Owned Small Business (WOSB), and Small Disadvantaged Business (SDB) offering full-service professional, consulting, and management services. We value teamwork, initiative, commitment, hard work, and customer satisfaction. Our core competencies include Court Reporting, Transcription, CART and Captioning, and Interpreter Services; Administrative Support Services; Cybersecurity; IT; Financial Management.

### Court Reporting

- Certified Court Reporting Services in person or remotely
- Transcription Services from audio and/or video
- Legal Videography Services
- Captioning and CART Services for ADA requirements
- Interpreters in over 200 languages

### Cybersecurity

- Managed IT & Support
- Cybersecurity
- Cloud Computing
- Disaster Recovery
- Help Desk

### Financial Management

- Financial Management, Auditing & Compliance
- Financial Operations
- Budgeting
- Forecasting
- Financial Analysis
- Forensic Accounting
- Bookkeeping and Accounting

### Administrative Support

- Affiliate Management
- Human Resource
- Recruitment
- Employee Retention
- Project and Task Management
- Document Management

## Corporate Snapshot

- US SBA 8(a) Certified Small Business (through 2029)
- Certified WOSB (Woman Owned Small Business)
- Certified EDWOSB (Economically Disadvantage Woman Owned Small Business)
- CAGE Code: 8MJV5
- UEI: XQBWCQCAEUQ1
- EIN: 61-1698140
- DUNS: 079956382

### NAICS & PCS Codes

- **Primary NAICS:** 561492 Court Reporting and Stenography Services
- **Secondary NAICS:** 561410 541199 541611 512191 922110 541690 541930 541511 541512 541513 541519 523000
- **Primary PSC:** R603 Transcription Services
- **Secondary PSC:** R609 R608 D309 D310 D311 R410 R699 R499 R408 R799

### Representative Clients:



## Court Reporting Services

Washington, DC

OTR provides court reporting services for claims filed under the Energy Employees' Occupational Illness Compensation Program Act. OTR reports detailed interviews and focuses on 100% accuracy of highly technical terminology. As a result of this program, OTR assembled a group of 30 court reporters, scopists, and typists that met or exceeded every Office of Workers' Compensation Program requirement.

**Client:**  
U.S. Department of Labor



**Project Type:**  
Court Reporting

## Cybersecurity Services

ACS worked with the Cybersecurity and Infrastructure Security Agency (CISA) in the United States Department of Homeland Security to improve the process of detecting, remediating, and reporting security issues. ACS worked directly with multiple technical teams to keep the DTE Lab compliant. ACS was instrumental in supporting the DHS CISA Dev Test Environment (DTE) as the ISSO.

**Client:**  
CISA  
Department of Homeland Security



**Project Type:**  
Cybersecurity

## Transcription Services

Although most police interviews are videotaped, some information may not be admissible in court. OTR has worked with the Haralson and Polk county Sherriff's Department and the District Attorney's Office to transcribe audio and visual recordings for their use at trial. The work OTR has done for the county has assisted in several successful convictions of heinous crimes.

**Client:**  
Haralson & Polk County Sherriff's Office



**Project Type:**  
Transcription

## Court Reporting Services

OTR provides court reporting services as a subcontractor nationally for VA. We have covered thousands of internal interviews that have allowed the directors to make sound decisions regarding various departmental issues. Under this project, we also provide services for EEO hearings, arbitrations, and depositions. During the Covid pandemic, we worked exclusively with some of the busiest VA facilities in offering remote hearings through MS teams.

**Client:**  
Department of Veteran Affairs



**Project Type:**  
Court Reporting

## Financial Services

Hawkeye worked with Seaport Enhanced to provide accounting, IT, and other functional support services to the U.S. Navy and U.S. Marine Corps.

**Client:**  
Seaport Enhanced

**Project Type:**  
Financial Services

## Transcription Services

Due to increasing shortage of court reporters in some areas, municipalities have been forced to digitally record proceedings. OTR has worked with Fayette County Juvenile Court in transcribing those proceedings. Our assistance with the county has allowed the courts to continue proceedings without delays. It is also a cost-effective solution in comparison to booking a court reporting, paying for mileage and other related expenses.

**Client:**  
Fayette County Juvenile Court



**Project Type:**  
Transcription