

## ROUND THREE RESOURCE LIST

### CBE Office Solutions



### PMK MZEROMANAGE FEATURES

- Log temperatures
- Retrieve reports
- Add Kiosk Groups
- Send alerts
- Edit a list of employees & their pictures
- View temperature scans & images
- Dashboard portal with rolling security view & real-time scans and updates
- Change in-app settings & configurations
- Determine if kiosks are online & connected to the server

These new temperature kiosks have become extremely popular with many offices trying to figure out how to return to the office safely. The kiosks can take your temperature, alert you when someone's temperature is outside of your set threshold, enforce users to wear a mask and even recognize faces and integrate into most HR systems. Please reach out for additional information.

**Carly Griffo – 310.720.1038 | [cgriffo@cbesolutions.com](mailto:cgriffo@cbesolutions.com)**

**Humanscale-** We all know 2020 has been challenging for all of us. Everyone here at Humanscale hearts go out to our clients and families during these difficult times. Humanscale since 1983 has been in the business of caring for the comfort of employees globally. Our core ergonomic products (height adjustable desks, task seating, monitor arms, keyboard trays and other products are designed with the intent to allow users to personalize their work space to fit them and allow them to work comfortable. In March when COVID hit, Humanscale launched a new product to address the needs for companies return to work COVID requirements. The product is Wellguard Separation Panels or Desk Shields. The desk shields help provide on all three sides of the desk a sense safety and protection for the user.

Now the trend moving forward companies are planning to have a certain amount of their employees working remotely. Humanscale has developed several WFH ( Work from Home ) programs to help companies support the needs of their employees working at home via our consulting team. Here are some the programs we are offering.

- Online Ergonomic Consultations
- Virtual Assessments
- Self-Assessment Software
- Live WFH Ergonomics Webinars
- WFH Ergonomics Training Videos

Additional information can be found on our website: [www.humanscale.com/ergonomic-consulting](http://www.humanscale.com/ergonomic-consulting)  
Also, here is a link to a quick ergoIQ introduction video: <https://youtu.be/nZNY5rAvUD0>.

Lastly; To help out clients working at home have access to ordering our products we are building custom microsites with our products to be ordered for home use with deep discounts. If you would like to setup a Teams meeting to review how Humanscale can support your staff in the office and at home please contact.

**Harvey Thompson**

**Cell: 310 486-6119**

**Email: [hthompson@Humanscale.com](mailto:hthompson@Humanscale.com)**

Virtual Certification Program: In Office Ergonomics

Learn to conduct comprehensive ergonomic assessments for office and home work environments with Humanscale Consulting's Two-Day Certification Program in Office Ergonomics.

Session 1

November 11-12, 2020 • 9am-5pm PST

Session 2

November 17-18, 2020 • 9am-5pm EST

Session 3

December 8-9, 2020 • 9am-5pm PST

Session 4

December 15-16, 2020 • 9am-5pm EST

please contact.

**Harvey Thompson**

**Cell: 310 486-6119**

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**LawDocsXpress** offers virtual, on-demand services in the following areas:

- Word processing
- Litigation support (including e-filing)
- Document review (including coding)
- IP Docketing
- Patent and trademark filing (US and National Phase)
- Document proofreading and editing
- Data entry

Since 2001 we have managed teams of remote workers using our proprietary workflow management system. Many of our clients have been with us 10 years or longer. LawDocsXpress is 100% women-owned and registered in the Federal SAM database.

**Contact Cathey Massey: [cemassey@lawdocsxpress.com](mailto:cemassey@lawdocsxpress.com)**

### **Marcum Search**

The weeks and months ahead will continue to present us with new challenges as we all learn to navigate the effects of COVID-19 both professionally and personally. Being in the business of people, Marcum Search is focused on maintaining contact with our clients and to keep business moving forward. Luckily, today's technology allows us the ability to work remotely and maintain 100% efficiency. What's even better, is we can recruit, interview and on-board employees remotely. Our interactive video tools allow us to maintain the face to face component that is critical in finding the right company fit for your organization.

We understand many businesses are concerned about how the effects of COVID-19 will impact their business and ultimately their human capital needs. Please know that Marcum Search is here to support you in whatever capacity we can.

We are able to support temporary or project based staffing needs for businesses who are seeing an increased demand based on their industry or if they are classified as "essential services".

If you are working with tight headcount restrictions, but have an ancillary budget for "temp needs", we offer payroll services.

We are ramping up our HR consultants to offer consulting services to help your company with:

- preparedness plans
- guidance on remote work policies
- leave management questions
- benefit administration changes as a result of COVID-19
- employee relations
- performance management
- company surveys
- virtual learning and development guidance
- and other relevant areas

**Jen Marcinkowski (310) 432-7537 | [jennifer.marcinkowski@marcumsearch.com](mailto:jennifer.marcinkowski@marcumsearch.com)**

**Pride of Los Angeles** - Now offering DISINFECTING AND SANITIZING. Process involves the application (atomized or by hand) of an EPA-registered virucide product (germicidal cleaner) to all or selected open areas and high-touch surfaces such as:

Corridors and other common areas  
Desk and credenza tops and sides  
Drawer fronts & knobs  
Chair seats, hard backs & arm rests  
Trim (metal or wood) on cubicles  
Baseboards  
Computers, keyboards, & phones  
Metal door frames & handles  
Carpet & carpet tiles  
Tile/marble/stone  
Conference tables tops & side boards  
Glass surfaces

We anticipate a brisk demand in the coming weeks and months. This latest service is in addition to our regular specialized cleaning services. Please let me know of your interest; a phone, in-person, or virtual estimate can be arranged. Best to all,

**Marsha Cohen – (818) 343- 8659 | Cell (818) 808-5059 | email [info@prideofla.com](mailto:info@prideofla.com)**

Save on PPE with **Revolution Office**, one of our Platinum Business Partners. Revolution Office is offering GLAALA members highly competitive pricing on a wide range of PPE products, from gloves to masks to disinfectant sprays and wipes. All products are FDA and CDC approved and in stock for immediate delivery. **For inquiries, contact Jon Rashap at [jrashap@revolutionoffice.com](mailto:jrashap@revolutionoffice.com).**

**Trustpoint.One** – At Trustpoint, people always come first. During these challenging times, the health and safety of our clients and team members is our top priority. To meet the demands of this unique environment, we have expanded our remote and virtual offerings in order to minimize the disruption of normal business operations. If you have any questions, please don't hesitate to reach out. Consider us one point of contact with multiple points of expertise.

- **Remote Depositions:** Conduct secure depositions from any location. [More.](#)
- **Virtual Review:** Our proven review process, applied virtually. [More.](#)
- **Remote eDiscovery:** Proven, secure, and remote eDiscovery solutions. [More.](#)

**Contact Molly Kramer:** [Molly.kramer@trustpoint.one](mailto:Molly.kramer@trustpoint.one) | (805) 791-7885.

### **Innovative Computing Systems.**

Cloud Resources for Small and Mid-Size Law Firms: <https://www.innovativecomp.com/cloud-resources>

Innovative Cloud Solution: <https://www.innovativecomp.com/innovativecloudsolution>

Law Firm Business Continuity & COVID-19: Results from Our

Survey: <https://www.innovativecomp.com/blog/law-firm-business-continuity-covid-19-results-from-our-survey>

Law Firm Operational Resiliency in an Age of

Uncertainty: <https://www.lawpracticetoday.org/article/law-firm-operational-resiliency-age-uncertainty/>

## **ROUND TWO RESOURCE LIST**

**Creditors Bureau Adjustment** - Due to the COVID-19 virus, many firms have been faced with reductions in head count, which has led to departments across organizations having to prioritize their tasks and workloads. Often the people remaining in downsized collection areas are not in a position to be proactive with non-paying clients, or even able to deal adequately with communications. As a result, some firms have admitted to collection activities being severely curtailed, or in some cases practically halted. With accounts receivable balances growing, it is vital to get this back under control, and as quickly as possible.

CAB has developed a program to help facilitate this issue of neglect and non-payment. Regardless of the dollar value outstanding, the same amount of work is required to manage a client through the collection process. By focusing on top tier, or "A" accounts, which could be high dollar receivables, large revenue generation, long-term, mutually rewarding relationships or simply clients with great

potential, firms can be free to concentrate on the clients that are delivering the most return for their time invested. This leaves the many marginal accounts left to go unattended.

CAB has developed a Receivables Management program that could act as caretaker for the accounts that do not fit into the “A” group, but nevertheless still require attention. Even with the less-than-prompt paying client, we believe that a personal and direct approach to communications is the most effective way to collect balances, while preserving client relationships. CAB’s core business is cash collection, and through our training and other activities for Credit Groups and Associations throughout the United States, our emphasis is always on promoting good credit discipline.

We understand that every firm is trying their best to navigate through today’s unprecedented crisis. Our approach is not as a third party debt collector, but as one who will, with patience, empathy and respect, communicate with your client to help bring outstanding balances current and preserve good will.

From a financial standpoint, firms who are in need of this assistance will see benefits quickly emerge. Improved cash flow, faster debt collection, a reduction in bad debt write-offs and sustain and build better client relations.

If you would like some recommendations and/or ideas to help with your current receivable issues, please do not hesitate to reach out to me. I would be happy to hear from you.

**Neal Gold – (818) 454-8374 | [ngold@cabcollects.com](mailto:ngold@cabcollects.com)**

#### **Revolution Office -**

Revolution Office will make a \$200 donation to any GLAALA firm’s favorite charity (in the firm’s name) for any firm that invites us to perform an assessment for them. In order to qualify, the firm simply needs to scan the firm’s current copier/printer lease and a recent service invoice, to Jon Rashap at [jrashap@revolutionoffice.com](mailto:jrashap@revolutionoffice.com), **by June 30, 2020**. Within 3 days of receiving the firm’s information, we will advise the firm of the amount of the cost savings opportunity. We guarantee savings, typically in the 30-50% range, even if a firm is in the middle of an existing lease. There is no cost for our assessment nor is there any obligation to hire us.

**Jon Rashap – (310) 850-8601 | [jrashap@revolutionoffice.com](mailto:jrashap@revolutionoffice.com)**

#### **SullivanCurtisMonroe - [Visit SCM’s COVID-19 Resource Center](#)**

**Greg Huston - (213) 233-0479 | [ghuston@sullicurt.com](mailto:ghuston@sullicurt.com)**

## **ROUND ONE RESOURCE LIST**

**AHERN Insurance** - We do have a Resource Center on our website that contains information regarding potential insurance coverage implications and additional resources for law firms.

The exact website is: <https://www.aherninsurance.com/coronavirus-covid-19-information-and-resources-for-employers/>

**Melodie Mesiano – (858) 514-7139 | [mmesiano@aherninsurance.com](mailto:mmesiano@aherninsurance.com)**

**Corodata** - Corodata has started to provide at home no touch deliveries for record storage and shredding to accommodate people working from home. We also have a sister company, Corovan that provides moving and furniture services to help companies who have to reconfigure office space to accommodate social distancing.

**Jack Appleton – (510) 307-7800 Ext 1727 | [jappleton@corodata.com](mailto:jappleton@corodata.com)**

**First Legal** - Our hearts go out to our clients who face unprecedented times. Difficult times reveal the importance of people and relationships above all else. First Legal is first and foremost a team of people who care about the people we serve. We are here for you. Whether that is brainstorming ways to be of service to your own clients, uncovering legal strategies to advance cases while courts are closed, operationalizing remote services, or simply talking through your questions about what life is going to look like when we return to offices and reunite with colleagues, we want to help. We believe that together we are strong. Together we will find the solutions to the safety of our people and the future of our businesses. Please reach out to your First Legal Coordinator, Sales Rep or Local Office and let us advocate for your needs.

First Legal remains in full operation 24/7 across all five divisions and offers expanded virtual services:

- [Messenger Services](#): Move documents and materials easily between attorney and staff home offices
- [24/7 Online Entry Portal](#): Continue to place orders and check status for all outstanding litigation support jobs
- [Court Updates and Notices](#): Stay informed with the industry's go-to news source for court closures and re-openings

- [eFiling](#): Send critical documents to eFiling Specialists who will file on your behalf in all courts where eFiling is accepted
- [Records Retrieval Services](#): Stay on top of subpoena preparation and records retrieval
- [Remote Depositions](#): Stay ahead of the backlog by executing depositions through our securely managed virtual platform

**Nia Troup – (310) 922-1556 | [ntroup@firstlegal.com](mailto:ntroup@firstlegal.com)**

**NITA** - The National Institute for Trial Advocacy (NITA) has several solutions to help in today's COVID-19 environment:

- [Free Webinars](#) related to remote trials and depositions [NITA webcast page](#)
- [One-on-One Coaching](#) on conducting remote depositions and trials [One-on-One Coaching Home Page](#)
- NITA learning-by-doing Trial and Deposition Skills training available online [NITA Online Programs](#)

Our webinars, podcasts and whitepapers are a great resource that is available for free.

**Pam Morton – [pmorton@nita.org](mailto:pmorton@nita.org)**

**RICOH-USA** - During these challenging times, we're all reassessing how business gets done with a primary focus on the health and safety of our employees, customers, partners, and communities. At Ricoh, we have strength and scalability built into our Business Continuity Plans (BCPs). We continue to monitor today's business environment and adjust as needed. We can do the same for you. **We are working with several customers to help support their business operations and are here and available to support your business needs too. Some of the areas in which we can help you to stay connected and productive include:**

- Digital mail and file conversion services to support remote workforce with access to critical documents and mail.
- eDiscovery OnDemand for legal, compliance, and IT departments.
- Secure Document archival and eForms solutions that connect users to processes.
- IT support services to keep employees connected and ensure essential processes continue to operate safely and securely.
- Production Print Solutions to help support customers' business operations.
- Guidelines for interacting with customers whether by phone, video conference, or email during this sensitive time.

When working at home isn't a choice, staying productive, secure and focused is of critical importance. Let us help you protect, manage and connect your organization, employees and information. Combining over half a century of experience and our committed employees with expertise in the latest business technologies, we have the right solutions to safeguard your operations and keep your business moving forward. We understand these are uncertain and unsettling times. Rest assured that we are focused on providing the high-quality technology and service you expect in a safe manner.

**WAMS Inc** - We are aware many of your firms are still transitioning to working remotely and may still be working remotely as the COVID-19 restrictions are lifted. We understand that you need a robust, scalable and secure system to provide your staff with work from home capabilities. Our focus at WAMS is for everyone we know and work with to be able to continue their business from anywhere with as much efficiency as possible. We will provide you with a turn key cloud based system you don't have to manage, are not installing local applications on, keeping your client's sensitive data protected and secure, provides unlimited remote help desk support, and gives you the ability to maintain best practices while securely working anywhere and from any device you prefer. We are offering up to 50% discount off our normal onboarding fee to get you started and help you provide your remote staff with the ability to have a secure cloud desktop to access all the business applications and data your firm uses on a daily basis.

We are also helping clients to organize their offices with Microsoft Teams. Teams not only provides you a safer option for video conferencing, but it is loaded with helpful features to keep projects and tasks managed seamlessly. Rather than being flooded with internal emails, Teams helps you to organize your communications for projects, closings, transactions, and investigations. Instant chats make it easier to respond quickly and manage your task flows effectively. Reach out to **Johnny Navarrette** at [jnavarrette@wamsinc.com](mailto:jnavarrette@wamsinc.com) to learn more or get started. Visit our website to download Zoom and Teams security guides. Stay safe!