Corporate Capabilities & Case Studies

2019

About Oxford

OXFORD | Government Consulting
Strategy.Security.Software

- **Key Stats:**
  - Founded in 2009
  - 150+ Employees, $12.5M
  - Inc 500 - #221
  - CIO Review Top 20
  - VA Certified SDVOSB
  - CMMI DEV/SVCS ML3
  - ISO 9001:2015

World Class Consulting Services

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Distinctive Services

OXFORD Government Consulting
Strategy.Security.Software

- **IT Strategic Planning**

- **Management Consulting**
  - IT Governance, CPIC, EA
  - Cyber Security
  - Data Governance
  - Acquisition Support

- **Software Services**
  - Software Development
  - Project Management Office Support
  - Independent Verification & Validation

- **Document Management and Conversion Services**
  - Mailroom Intake and Processing
  - Benefits Management

- **Records Management**

- **Health IT Support**
  - Medical Claims Management

CMMISVC /3 ℠
Exp. 2021-12-14 / Appraisal #2028

CMMIDEV /3 ℠
Exp. 2022-01-04 / Appraisal #2360
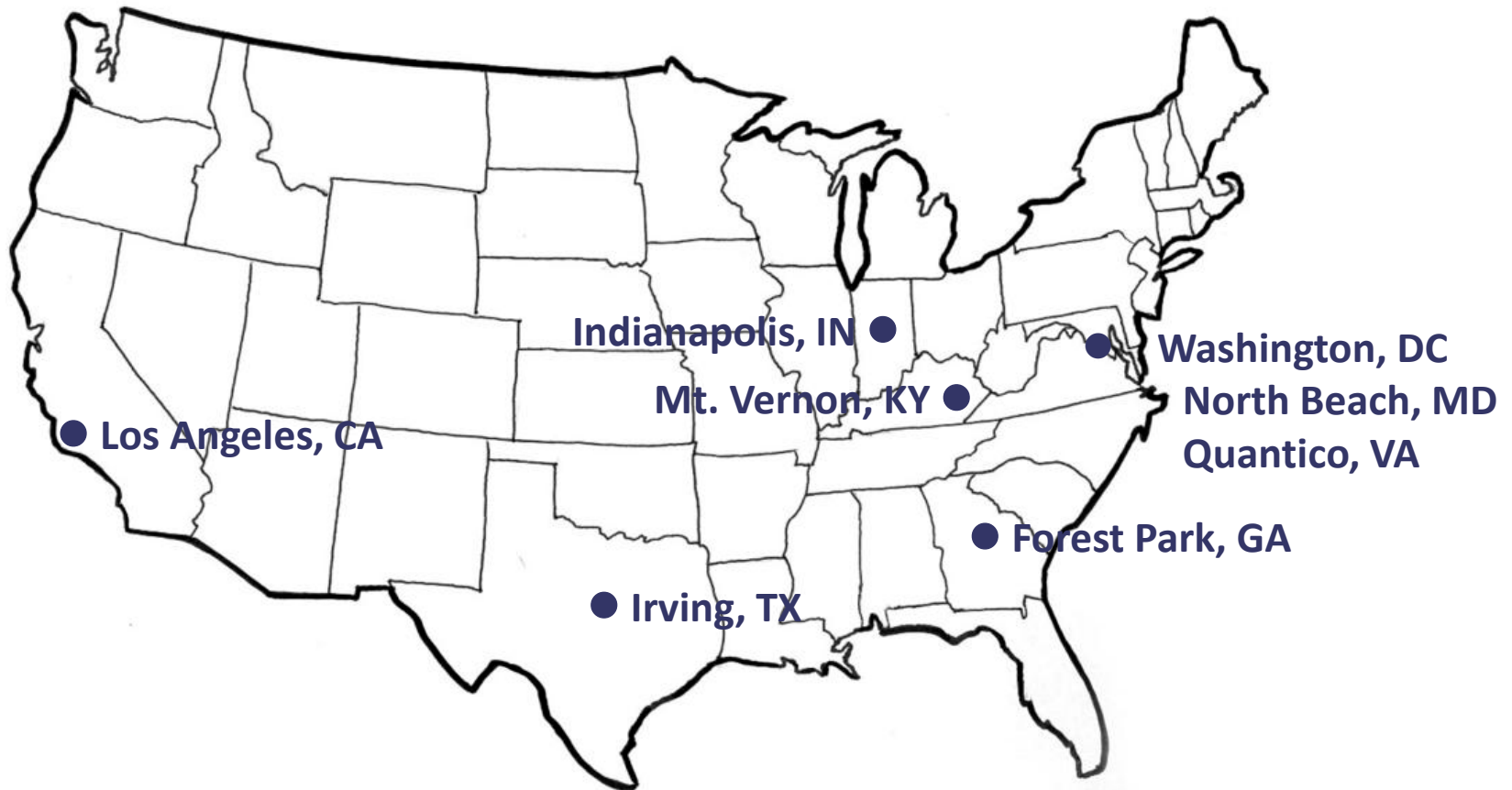
ISO 9001:2015
Cert. No. 17958 / Expires: 11-8-2021

Clients & Partners

Operating Locations

Indianapolis, IN ●

● Washington, DC

Mt. Vernon, KY ●

North Beach, MD

Quantico, VA

● Los Angeles, CA

● Forest Park, GA

● Irving, TX

Contract Vehicles

GSA – IT Schedule 70: GS-35F-0398Y (Contract Period May 9, 2012 - May 8, 2022)
Oxford can work with the Government to provide a variety of Management Consulting and IT Services through our multiple award GSA IT Schedule 70. Services include: management consulting, desktop management, programming, information assurance, data conversion, systems analysis, network management, and systems development services. SIN 132 51.

GSA – Schedule 36: GS-03F-054GA (Contract Period April 10, 2017 – April 9, 2022)
Oxford has been awarded and maintains a current Federal Supply Service Multiple Award Schedule 36 (Office, Imaging, and Document Solutions). Oxford services include 51 504 – Physical Records Management Solutions, SIN 51 506 - Document Conversion Services, SIN 733 1 – Mail Room Administrative Support Services, and SIN 51 600 - Electronic Records Management Solutions.

T4NG – Department of Veteran Affairs: (Contract Period Feb 13, 2016 – Feb 13, 2021)
T4NG is an Indefinite Delivery/Indefinite Quantity (IDIQ) multiple award task order contract. Services include technical, systems engineering, and other solutions encompassing the entire life-cycle of a system including, but not limited to: Program management and strategy planning, systems/software engineering, enterprise network, cyber security, operation and maintenance, and IT facilities. Oxford is a subcontractor to CACI (LB), AbleVets (SB), and CSRA, Inc.

Contract Vehicles

GSA – Veterans Technology Services (VETS) 2: (Contract Period 2/23/2018 – 2/22/2028)
The Veterans Technology Services (VETS) 2 Government-Wide Acquisition Contract (GWAC) is a ten year, $5 Billion dollar contract for Service Disabled Veteran Owned Small Businesses. The scope is focused on providing IT services worldwide for all federal agencies. IT task order solutions that can be provided include: Data Management, Information and Communications Technology, IT Operations and Maintenance, IT Security, Software Development, Systems Design, and New/Emerging Technologies.

Chief Information Officer–Solutions and Partners 3 (CIO-SP3): HHSN316201800019W
(Contract Period April 02, 2018 – April 29, 2022)
The CIO-SP3 Government-Wide Acquisition Contract (GWAC) is a ten year Indefinite Delivery/Indefinite Quantity (IDIQ) contract. Any federal civilian or DoD agency may use this contract to fulfill a broad range of mission critical IT requirements as diverse as Imaging, Health IT, Cloud Computing, Cyber Security, Digital Government, and Software Development. The CIO-SP3 contract is managed by the National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC). Oxford is part of the 'IntePros Health Alliance CTA', and the Contract was awarded under the Service-Disabled Veteran-Owned Small Business (SDVOSB) Group on March 19, 2018 across all Ten task areas.

VA – Center for Veterans Enterprise: (Contract Period, Recertification every 3 years)
Oxford is a certified Service Disabled Veteran Owned Small Business (SDVOSB) and a member of the Veterans Business Database at www.vip.vetbiz.gov. Oxford is eligible to participate in the Veterans First Contracting Program at the VA.

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Example Case Studies

OXFORD | Government Consulting
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- ***DOL OCIO IT Governance Support Services***
- *College Board Master Data Management*
- ***VA VBA Intake, Conversion, Mail Handling Services***
- *DOL Employment Training Administration Project Management Office Support*
- ***VA Records Management Services***
- *College Board Policy Services*
- ***DOL Office of Federal Contract Compliance Programs***
- *College Board SSN Feasibility Study*
- ***Veteran's Document Conversion Services***
- *USDA NRCS Chief Information Security Officer Support*
- ***Employment Training Administration Shared Services Catalogue***
- *VA NCA MPS Mail Processing & Electronic Document Support*
- ***VA Records Management Center***

OCIO IT Governance Support Services

United States Department of Labor

OCIO IT Governance Support Services

Role: Prime **Type:** SDVOSB Set-aside, T&M

Description: DOL's Office of the Chief Information Officer (OCIO) required a business partner with enterprise level IT Strategy, IT Capital Planning Investment Control (CPIC), Enterprise Architecture (EA), and Paperwork Reduction Act (PRA) specialized technical and management consulting capabilities. Oxford provides DOL's OCIO with integrated IT Governance support services, to include DOL Departmental CPIC services, Strategic Business Management services, and PRA Information Compliance Management activities. The Oxford Team's focus is to continue to develop, operate, and mature DOL's portfolio management capabilities for the Department's 125+ IT investments in alignment with OMB requirements. Key Oxford activities include select, control, and evaluate IT portfolio operational support; the development and maintenance of DOL's Information Resources Management Strategic Plan and Enterprise Architecture Roadmap; oversight and submission of DOL's Major IT Business Cases and IT Portfolio Summary; annual Departmental CPIC training; and reporting of DOL implementation and compliance of Federal IT strategies, directives, regulations, and/or guidance issued by OMB and other Executive or Legislative authorities.

Master Data Management and Data Governance Project

The College Board, Data Services Division

Master Data Management & Data Governance Project

Role: *Prime* **Type:** Full & Open, T&M

Description: The College Board required a business partner with specialized data management and data governance consulting capabilities. Oxford provided the College Board with comprehensive management consulting services to develop and implement a Master Data Management (MDM) roadmap and Data Governance (DG) framework as part of a key set of OCIO IT-Roadmap initiatives. Oxford's consulting services included: a current state assessment of the College Board's MDM and Data Governance practices; definition of their on-going MDM strategy and DG framework; definition of the College Board's future state governance model and boards; and the formulation of an executable roadmap of future state MDM initiatives. Oxford met the College Board's expectations in providing over 20 project deliverables, establishing a best of breed and highly effective enterprise information management Data Governance practice.

Intake, Conversion, and Mail Handling Services

Department of Veterans Affairs, Veterans Benefit Administration

VBA Veteran's ICMHS Program

Role: Sub **Type:** T4 Large, T&M

Description: The Veterans Benefit Administration (VBA) Veteran's Intake, Conversion, and Mail Handling Services (ICMHS) Program required continued document scanning and data capture support of paper, fax, and electronic based veteran disability claim files. Oxford was re-awarded the project to provide critical document and quality management support that is critical to the success of the VBA ICMHS program. Oxford is a primary conduit regarding mailroom preparation, indexing, scanning, and the quality assurance of disability claims as part of the paper to electronic conversion process. Key accomplishments have included attaining and exceeding the conversion rate of 42M images per month, while maintaining quality levels (for image and index accuracy) above 99% and file digitization turn-around times of less than 5 days.

ETA Project Management Office Support

United States Department of Labor

Employment Training Administration
Project Management Office Support

Role: Prime **Type:** SDVOSB Set-aside, T&M

Description: Oxford provided comprehensive Project Management Office (PMO) services to ETA's Office of Information Systems and Technology (OIST). Activities included providing PMO based oversight of OIST's IT portfolio (development, maintenance, and IT enhancement projects). Management Consulting activities involved conducting a current state assessment of OIST PMO processes and benchmarking agency PMO maturity, followed by the delivery of a maturity roadmap detailing the development and delivery of 20 ETA system development life cycle document templates with a corresponding project intake to completion work-flow process.

VA Records Management Services (RMS)

Department of Veterans Affairs, Veterans Benefit Administration

VBA RMS Program

Role: Sub **Type:** Full & Open, T&M

Description: The Department of Veteran Affairs (VA) Veterans Benefits Administration (VBA) required an experienced contractor to support post-conversion records management services of Veteran's claims related source materials. Records management services provided by Oxford include:

- Storage services of previously converted, sorted, and stored source materials
- Receipt and storage services of source materials
- Sorting of previously converted and stored source materials
- Document retrieval services, and
- Disposition services of records as directed by the VA.

Source materials being managed include but are not limited to:
- Veteran Claims Folders
- Service Treatment Records (STRs)
- Loose materials received through VBA's Centralized Mail (CM) program
- Loose claims related source materials, and
- Alternate media, such as microfiche, microfilm, compact disks (CDs), 3½" Floppy Disks, DVDs, USB Drives, Hard Drives, and X-Rays.

College Board Policy Services

The College Board, Data Services Division

Data Policy and Communication Services Project

Role: Prime **Type:** Full & Open, T&M

Description: The College Board required a business partner with specialized data policy and communication consulting capabilities to deliver key data policy services as part of the organizations Data Policy Roadmap. Oxford provided the College Board with highly successful and comprehensive services to design, develop, review, and implement data policies in accordance with data governance office operations. On schedule and cost deliverables included:

- Development of a Data Access Management Policy
- Development of a Data Governance Policy
- Development of Data Access Process Guidelines
- Development of a Detailed Data Acquisition Process Document
- Review and feedback of a comprehensive Metadata Management Policy
- Review and feedback of the Single Data Request Framework Policy
- Review and feedback of the Data Usage for Campaign Data Policy
- Development of Data Stewardship Role Communications and Guidance
- Development of a completed Communication Plan for Rollout of Data Governance Office Processes

Office of Federal Contract Compliance Programs

United States Department of Labor

Federal Contract Compliance System PMO

Role: Sub **Type:** Small Business Set-aside, T&M

Description: DOL's Office of Federal Contract Compliance Programs (OFCCP) required a business partner with specialized technical and management consulting expertise to provide IT services in support of the Federal Contractor Compliance System (FCCS) PMO. In support of the PMO, Oxford created and executed a comprehensive Project Management Body of Knowledge (PMBoK) based Quality Assurance Surveillance Plan for the Agency that was aligned with the Department's SDLCM. This included comprehensive IT governance gates, phase-end reviews, and phase-end reports over the awarded integrator. Support included standardized deliverable reviews and cloud based IT security support (FedRAMP alignment evaluation). Oxford led both the acquisition phase (development and delivery of all acquisition phase documents including source selection support), and also led all IT governance oversight activities for the execution phase of the project over the awarded integrator.

College Board SSN Feasibility Study

The College Board, Data Services Division

SSN Feasibility Study Project

Role: Prime **Type:** Full & Open, T&M

Description: The College Board required a business partner with specialized data analysis and consulting capabilities to provide the College Board with a recommendation and roadmap on eliminating or reducing the collection, retention, and use of social security numbers (SSN) within the enterprise, including assessing the impact of change on partners and customers. On schedule and cost deliverables included:

- Collection and creation of a technical and business SSN inventory.
- Analysis of the algorithms used to "match" incoming student data to existing records using SSN and demographic data. Assessment of the impact of SSN elimination.
- Analysis of SSN collection and use by partners and customers, assessing the effort those organizations will incur to align to a new elimination policy.
- Assessment and documentation of the risk of SSN elimination with associated mitigation strategies.
- Development of a final report outlining the recommendations on how the College Board should address SSN and a roadmap for execution.

Veteran's Document Conversion Services

Department of Veterans Affairs, Veterans Benefit Administration

VBA Veteran's Document Conversion Services

Role: Sub **Type:** T4 Large, T&M

Description: The Veterans Benefit Administration (VBA) Veteran Claims Intake Program (VCIP) required document conversion services to include document scanning and data capture support of paper based veteran disability claim files, as well as the transformation of the VA mailroom operations to a more efficient and centrally located electronic document driven process. Oxford provided document and quality management support and expertise that was critical to the success of the program. Oxford was a primary conduit regarding mailroom preparation, indexing, scanning, and the quality assurance of disability claims as part of the paper to electronic conversion process. Key accomplishments included the execution of necessary process improvements to increase efficiency and reduce claim file digitization turn-around time from 13 to 5 days, supporting operations to increase the overall capacity of scanning operations from 2 Million images per month to over 30M images per month, and executing quality improvements to achieve service levels for image and index accuracy.

USDA NRCS Chief Information Security Officer Support

United States Department of Agriculture, Natural Resources Conservation Service

NRCS Chief Information Security Officer Support

Role: Sub **Type:** Small Business Set-aside, T&M

Description: USDA's National Resources Conservation Service (NRCS) required a business partner with specialized information advisory services, performing as the CISO's primary cyber program advisor. Leadership activities included providing analytical support for the drafting of IT security policies, standards, and IT security governance documents. Accomplishments included the development of a continuous monitoring strategy for the Agency, the development of a privacy training program for the Agency, and the core strengthening of the Agency Plan of Action and Milestone (POA&M) closure process (with a corresponding metrics framework). In support of our work, we managed multiple security authorizations for core NRCS applications, working with NIST standards. Oxford developed numerous documents, including a Security Impact Analysis and POA&M Process Guide, while managing Agency security staff on a daily basis.

ETA Shared Services Catalogue

United States Department of Labor

Employment Training Administration
Office of Information Systems and Technology

Role: Prime **Type:** SDVOSB Set-aside, T&M

Description: DOL's ETA Office of Information Systems and Technology (OIST) required a business partner with specialized technical and management consulting expertise to support the development of a Shared Services Catalogue. Oxford provided subject matter expertise and execution support regarding the development of ETA's first operational Shared Services Catalogue, Operational Cost Model, and supporting Financial Calculator. The developed catalogue covered key ETA portfolios with supporting Enterprise Services, Configuration Management, Quality Assurance, Security, Business Operations, and PMO Services models. Delivery value included the ability to manage resources, funding levels, provide budget forecasting, provide ROM support, charge-back model support, and Agency CPIC exhibit support.

NCA MPS Mail Processing & Electronic Document Support

United States Department of Veterans Affairs

National Cemetery Administration, Memorial Products Services Mail Processing & Electronic Document Support

Role: Prime **Type:** GSA FSS 36 SDVOSB Set-aside, FFP

Description: The National Cemetery Administration's Office of Memorial Product Services required a business partner with specialized mail processing and electronic document conversion processing capabilities. Oxford provided subject matter expertise and execution support regarding the receiving, screening, separating, converting to electronic format, and processing of VA NCA MPS applications to ensure the timely issuance of headstone, marker, medallion, PMC, or United States Flag benefit claims. The National Cemetery Administration honors Veterans with a final resting place and lasting memorials that commemorate their service to our nation. Oxford is entrusted with processing in excess of 665,000 NCA benefit claims per year, converting over 2M pages per year from paper to electronic document format.

VA Records Management Center (RMC)

Department of Veterans Affairs, Veterans Benefit Administration

VBA RMC Program

Role: Sub **Type:** T4NG Large, T&M

Description: The VA Records Management Center (RMC) is a Veterans Benefits Administration (VBA) facility established in St. Louis, MO, which serves as the VA Records Processing Center (RPC). The RPC receives and stores service treatment records (STRs) directly from military service departments upon a service member's discharge from active duty service. To accomplish the VA goal of a completely end-to-end paperless processing environment and significantly adjust the records storage utilization of the RMC within the next three (3) to five (5) years, VBA awarded the RMC contract to support the extraction and conversion of its largest repository of paper records stored at the RMC. Oxford is a key provider of document receipt processing, preparation, indexing, scanning, and the quality assurance of disability claims as part of the extraction and paper to electronic conversion process.