Our Records as a Service (RaaS) solution will accelerate your agency's information governance and comply with Records Management mandates.

www.oxfordgc.com

Oxford Government Consulting, LLC and Forefront Technologies, LLC, are proven partners in the RaaS offering to the Federal Government. We bring recent accomplishments and a range of expertise.

Forefront Technologies, LLC, is an economically disadvantaged small business providing technology services, software, and systems integration. The firm focuses on transforming client organizations with content management, information governance strategies, and records management solutions. Working with partners such as Alfresco, Documentum, Kazeon, Syncplicity, Ephesoft, Mi-Co and FedRAMP-approved hosting providers allows Forefront to provide end-to-end solutions to its clients. Forefront consultants average eighteen (18) + years of overall technology experience and seven (7) + years ECM/RM/BPM experience.

Oxford Government Consulting, LLC, a VA certified service-disabled veteran-owned small business (SDVOSB), has established itself as an exceptional provider of the full range of records management support services, with staff possessing world-class experience in the Chief Information Officer (CIO) management consulting, document management, and claims management disciplines. Oxford was recently recognized as a "Top 20 IT Government Solutions Consulting Provider" by CIO Review Magazine, and received an "Inc. 500" award (#221) as one of the fastest growing companies in America.

Recent Accomplishments

- Supported consolidation of files from 56 regional Federal offices. File digitization turnaround time decreased from 13 to 5 days for public customer.
- Supported scanning program operations increase from 2 million images per month to over 32.5 million images per month for public customer.
- Through "Defensible Deletion," reduced storage cost and legal risk, while improving application performance. 42% of data exceeded client's retention policy. 18.6TBs of data was eligible for deletion. Potential savings: $3,544,890.
- Employing the Trusted Content Server (TCS) yielded client an unbreakable algorithm, 25% faster transfers for metadata/small files, 75% faster for 100MB files, and encryption overhead reduced 93% (multi-user) Used Advanced Encryption Standard (AES)-128.

GSA Schedule 36 Information: *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, and SIN 51 600 – Electronic Records Management (ERM) Solutions (incorporates NARA's Universal ERM Requirements focus).

GSA Schedule 70 Information: *GS-35F-0398 (Contract Period: May 9, 2012 - May 8, 2022)* Oxford has been awarded and maintains a current Federal Supply Service Multiple Award Schedule 70 (Management Consulting and IT Services). Oxford services include: management consulting, desktop management, programming, information assurance, data conversion, systems analysis, network management, and systems development services offered under SIN132 51.

Clients

Data and Records Management

Our approach to information and records management is compliant with M-12-18, the Federal Records Act, and NARA guidelines. Our approach is iterative and Agile-based, well suited to the wide variety of records maintained in the government and includes:

- **Records Analysis:** Acquiring a clear understanding of the business and data requirements associated with each project.

- **Alignment with Agency Records Schedule:** Data preparation, modeling, and alignment with agency records schedules. Dispositioning classification: temporary, permanent.

- **Alignment with NARA Guidelines:** Evaluate and establish procedures for addressing data and records management implementation and deployment execution requirements.

- **Transfer and Accession:** Execute transfer, accession, and maintain the records management program.
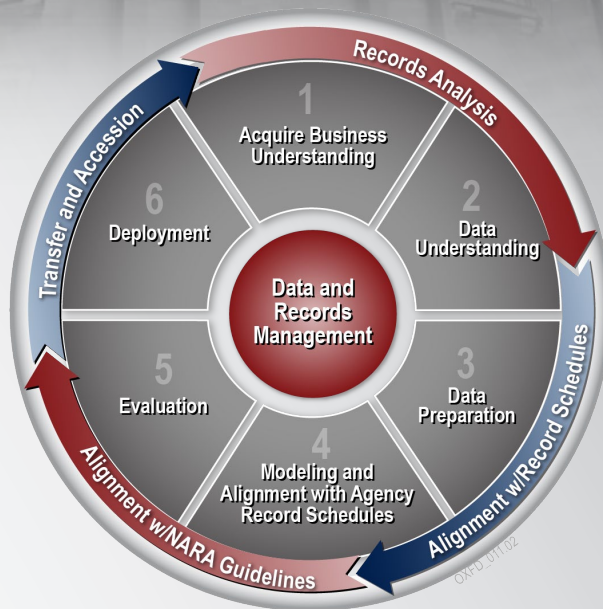
Compliance eDiscovery

Compliance eDiscovery file analysis technology embeds in your organization to enable continuous monitoring of content as a key part of your information governance portfolio. Using rules matched to actionable content policies, eDiscovery stays on the lookout for leaked records, sensitive data spillage (PII/HIPAA), stale content, ROT, e-trash and other content quality issues. When found, workflows are started for quarantine, review, disposal, or other actions as needed. Because these activities are policy-driven and fully audited, the entire process is defensible.

Data and Email Archiving

Enterprise Archive Solutions allow extracting and storing structured and unstructured records and documents in a single repository, while retaining the ability to search, access, and manage the extracted content. 70% of most agency IT budgets are spent managing legacy systems and technologies. Free up IT Budget by reducing cost of retaining regulated and static information via application decommissioning and active archiving.

Common Use Cases:

- **Application Retirement and Legacy Hardware Decommissioning:** Retired application and related maintenance and support costs. Mainframe hardware decommissioning, including VAX/VMS, IBM Z9 Mainframe, AS/400, and IBM 370.

- **Application Scale Down:** Archive off aged data to improve system performance, storage costs, and backup windows.

- **Image Archival:** Statements, Invoices, and Reports.