

RECORDS AND INFORMATION MANAGEMENT, AND MANAGEMENT CONSULTING

INDEFINITE DELIVER/INDEFINITE QUANTITY (IDIQ) FOR DOJ SUPPORT SERVICES

Savan Group, LLC has a positive history of supporting the Department of Justice (DOJ) and other federal clients, including a successful record of accomplishment for providing records and information management and policy support services.

CONTRACT VEHICLE INFORMATION:

Name: ORMP Support Services
 Contract no.: DJJF14-C-2549
 Period: 9/16/2014 – 9/15/2019
 Point of Contact: Kenneth H. Freeman, Contracting Officer
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SUPPORT SERVICES COVERED UNDER THIS IDIQ CONTRACT

Records Management

- Content Assessments
- Content Management
- File Plan Development
- Compliance
- Subject Matter Expertise

Policy and Directives Development

- Process Development
- Procedures Development
- Technical Writing
- Directives Assessment
- Program Management

IT Support & Analytics

- Information Technology Support
- SharePoint Development
- IT Performance Measures
- Data Collection and Analysis
- Requirements Analysis

Organizational Change

- Strategic Planning
- Communications
- Change Management
- Business Process Re-Engineering
- Training

Outreach and Communication

- Briefings
- Workshops
- Multimedia tools
- Factsheets
- Newsletters

BENEFITS OF USING THE USDA SAVAN GROUP IDIQ

- ▲ Direct access to Savan Group professionals with years of experience in records and information management, information technology, and organizational change
- ▲ Quick and efficient procurement process reducing potential delays due to contracting
- ▲ Competitive rates that demonstrate Savan Group's desire to support DOJ with its mission critical activities
- ▲ Fresh perspective—Savan Group brings a fresh perspective and an independent viewpoint to DOJ
- ▲ Experienced personnel—A delivery team staffed by seasoned personnel with experience to provide cost-effective solutions, as well as provide industry best practices and observations to DOJ

WHY TEAM SAVAN GROUP

ABOUT SAVAN GROUP

Savan Group, LLC (www.savangroup.com) is a leading consulting firm specializing in Strategy & Transformation, Information Technology, and People & Performance. Savan Group's mission is to be a premier and trusted consulting firm that helps clients achieve sustainable success by solving their most critical management, organizational, technical, and operational challenges. Savan Group is a SBA-certified, small business and GSA MOBIS schedule-holder.

KEY DIFFERENTIATORS

- ▶ Over 30 years combined experience providing records management, policy development, and organizational improvement experience with Federal agencies
- ▶ Staff brings a comprehensive understanding of RIM policy, including from the National Archives and Records Administration (NARA), from the Office of Management and Budget (OMB), and from professional contexts such as the Association of Records Managers, Administrators International (ARMA) and Federal Information and Records Managers Council (FIRM)
- ▶ Substantial experience providing records processing support, regulatory guidance, and analysis for Freedom of Information Act (FOIA) requests, as well as with complying with the Privacy Act, Paperwork Reduction Act, and other NARA guidelines
- ▶ Approach to records management projects integrates (1) proven change management techniques with (2) measurable project management frameworks and (3) sound records management principles and best practices
- ▶ Successfully assisted government agencies in managing their paper records, including physical moves of records, transitioning to electronic records management, and optimizing their information management systems to meet federal mandates

KEY PAST PERFORMANCE

1. DOJ Office of Records Management Policy (DOJ ORMP) Records Management Services

Savan Group supports ORMP with its mission to provide records management to the three Department Senior Leadership Offices (SLO). Maintenance, security, and the ability to search and locate the records is of paramount importance to the SLO offices as these offices rely heavily on this business function to make new decisions on pending litigations, recording and implementing the decisions of the Attorney General, Presidential issuance, and answer pending FIOA requests. Our support is also given to maintaining the records located at the main building as well as other DOJ buildings and WNRC, specifically working with WNRC to store and retrieve the records of the SLO offices and disposition to the National Archives accordingly.

2. DOJ Office of Records Management Policy (DOJ ORMP) Justice Records Control Schedule Application

Savan Group has developed applications to support the Department-wide creation, management, and use of schedules for records and office-level file plans. The Justice Records Control Schedule Application has modernized DOJ's processes and toolsets for developing and controlling records schedules.

3. DOJ Office of Legal Policy (DOJ OLP) Judicial Nomination Files Support

Savan Group supported DOJ's Office of Legal Policy by reviewing and improving the management of Judicial Nomination Files dating from 1884 to the present. The OLP file program faced many challenges and operational risk. With Savan Group's support, OLP documented the current state of program files and developed a plan for cleaning up retained files. Savan Group worked side-by-side with OLP to prepare documents for retention, accession, or destruction in alignment with relevant regulations and statutes.

FOR MORE INFORMATION, PLEASE CONTACT

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