Information Management Program Support Services

Environmental Protection Agency (EPA) | Blanket Purchase Agreement (BPA)

SavanGroup

About the BPA

The IMPSS BPA provides EPA with support for the management, oversight, and execution of OMS' and OEIP's core information management, program implementation, program management, and digital transformation goals and needs; this includes the proper collection, use, release, and management of EPA information within OMS' and OEIP's portfolio of programs, projects, and initiatives.

Contract Vehicle Information

- **Name**: EPA Information Management Program Support Services (IMPSS) BPA

- **Contract/Order No.**: GS-10F-0156V / 68HERC23A0004

- **Period**: October 14, 2022 – October 13, 2027

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Support Services Covered

- ✓ **Program Management Support:** Develop and apply program management best practices, project controls, and data analysis in support of maintaining program control over status, execution, cost, and schedule.

- ✓ **Program Implementation Support:** Conduct assessment activities, execute implementation plans, and develop current and future-state operating and governance models.

- ✓ **Training and Communications Support:** Support new and existing programs and initiatives by generating awareness and creating institutional knowledge through trainings and resources.

- ✓ **Directives and Customer Engagement Support:** Develop and update policies, procedures, standards, and guidance documents (Directives) as well as coordinate engagement with customers and partners.

- ✓ **Digital Transformation and Integration Support:** Establish digital transformation strategies and implement existing and emerging information technology solutions such as AI and NLP to drive program adoption and efficiency.

Contact Information

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Benefits of Savan Group

Combines subject matter expertise with <u>technical solutions</u> to create targeted offerings:

- **eComment Toolkit** – Savan Group developed the eComment Toolkit to analyze comments for a variety of actionable data - chiefly, identifying position, sentiment, recommendations, and trending topics; and deduplicating form-letter responses. The tool also identifies and clusters bot-generated responses and patterns that would typically be impossible for humans to identify. The result is a graphical analysis that distills the data to allow clients to make the actionable decisions about proposed rules.

- **Web-enabled Records Consolidation Schedule (WRCS)** – Savan Group's WRCS application automates the records control schedule. The tool allows authorized users to create, maintain, and update file plans; control dispositions; and access records in real-time. This relational tool allows authorized users to make changes to content in many locations, search for records dispositions, protect personal information, and ultimately preserve public trust.

- **Intelligent Records Consolidation Tool (IRCT)** – Savan Group's IRCT leverages natural language processing to identify schedule items that are semantically similar to other ones, creating opportunities for consolidation. Properly consolidated schedules increase use and understanding, saving both time and money.

- **Docusense** – Savan Group uses Natural Language Understanding tools that massively decrease the need for manual document classification and search by training deep learning and transformer-based machine learning models on a limited set of labeled documents which are capable of handling synonyms and grammar variations and distinguishing shades of meaning that used to require a human reader.

- **Privacy Compliance Action Manager (PCAM)** – Savan Group's PCAM provides the acceleration, improved visibility, and tracking to assist the team in monitoring the status while delivering on tight deadlines. Detailed dashboards allow leaders to review high-priority or high-visibility privacy transactions that need to be managed and potentially expedited. The team and individual workload can be monitored and adjusted to ensure resources can be reallocated as needed.

Digital Transformation
- IT Planning & Strategy
- ServiceNow Configuration
- Microsoft SharePoint & M365 Configuration
- Artificial Intelligence and Natural Language Processing
- Robotic Process Automation
- Knowledge Management
- Technology Analysis

Records Management
- Policy and training development
- eRecords modernization strategy
- System compliance management
- Adaptation of NARA's Universal ERM requirements
- Records schedule update and consolidation
- Development of file plans and inventory
- 3rd party storage analysis
- Capstone implementation

Section 508 & Accessibility
- Accessibility testing
- Document remediation
- Coaching and training support
- Strategy and program support

Controlled Unclassified Information (CUI)
- Program Implementation
- Systems Assessment
- Training and Policy Development
- Automated CUI Identification
- Communications and outreach
- Incident Management
- Self-Inspection

eDiscovery & FOIA
- FOIA case Management and Review
- Redaction
- Backlog management
- Discovery
- Education and Training
- Custodian management tracking and database development

Regulatory Support
- Pre- and Post-Promulgation Program Support
- Policy and briefing development
- Public and stakeholder engagement
- Regulatory impact analysis
- Public comment analysis
- Rule finalization
- Training development/delivery
- Compliance Monitoring

Paperwork Reduction Act
- Develop standalone and renewal ICRs
- Review information collection requests for Government implications

Quality Control
- Strategy and program management support
- Training and policy development
- Communications and outreach

About Savan Group

Savan Group is a data and information–centric consulting firm with customer-focused expertise in information governance, data science, cyber and data security, and mission support services and solutions. Our Service Lines are intended to serve one purpose—improve the condition of our clients. We recognize that for our clients to achieve their purpose, it must start and end with an appreciation for how business is conducted across all functions of an organization.

Information Management - *eRecords Management | Information Workflow | FOIA & Disclosure | Content Management | Information Governance*
Savan Group's Information Management service line combines a full understanding of the information management lifecycle with proven techniques for identifying and understanding how to leverage your information across the organization.

Data Science - *Data Management & Strategy | Data Extraction | Data Analytics | Data Visualization | Artificial Intelligence & Natural Language Processing*
Savan Group's Data Science service line provides a process-oriented approach to leveraging data as a strategic asset. We bring proven practices to ensure data timelessness, accuracy, and value to take your organization to the next level.

Cyber and Data Security - *Privacy | Data Loss Prevention | Controlled Unclassified Information*
Savan Group's Cybersecurity service line focuses on ensuring the integrity, confidentiality, and availability of your information. Considering our global reliance on technology, we apply risk mitigation best practices and a full knowledge of data-protection regulations to ensure the security and health of your sensitive information.

Mission Support - *Project Management Office | CXO Advisory Support | Policy & Technical Regulatory Analysis | Change Management & Strategic Communications*
Savan Group's Mission Support service line combines a holistic understanding of the mission with a strategic approach to enable change and address challenges in all levels of an organization.