



# Front Rowe, Inc.

Innovation. Quality. Solutions



## OVERVIEW

- Records and Information Management
- Enterprise Information Management
- Contract Management
- Application Development
- Database Administration
- IT Security
- Graphic Design
- FOIA and Privacy Support
- Quality Assurance
- Directives and Forms
- Project and Portfolio Management
- Business Analysis and Process Management
- Training, including Web-Based Training
- Technical Writing

## CORE CAPABILITIES

### **Records and Information Management (RIM)**

- Implement effective, compliant records management programs.
- Develop strategic plans, records schedules, policies, procedures, and file plans.
- Deliver annual, periodic, and specialized training.
- Execute streamlined operations and customer-focused services.
- Monitor program compliance and performance to ensure continual quality improvement.

### **Information Technology**

- Develop software and system applications.
- Design and configure client and server applications.
- Support legacy application integration.
- Provide database management solutions and support.
- Design and implement web-based training courses using the latest technologies.

### **Enterprise Information Management (EIM)**

- Develop enterprise analytics.
- Configure and implement EIM systems that promote compliance, accountability, and cost-efficiency.
- Provide support for enterprise records management and FOIA applications.

### **Freedom of Information Act (FOIA)**

- Coordinate, evaluate, execute, and monitor FOIA programs.
- Review, analyze, and track all FOIA cases.
- Provide thorough, accurate, and efficient case processing according to relevant exemptions.

### **Privacy**

- Develop agency-wide privacy programs that foster accountability and compliance and promote quick and complete incident mitigation.
- Review compliance documents and fulfill all reporting requirements.
- Establish and evaluate policies and procedures.
- Deliver training and awareness programs.

### **Business Analysis and Process Management**

- Automate routing and tracking.
- Analyze processes and technology to recommend strategic changes that promote business effectiveness and efficiency.
- Establish streamlined business processes and simplified methods of data collection to facilitate collaboration and expedite reporting.

## CLIENTS

- U.S. Department of Homeland Security
- U.S. Department of the Treasury
- U.S. Department of the Interior
- U.S. Department of Labor
- U.S. Department of Health and Human Services
- U.S. General Services Administration
- Federal Aviation Administration
- Landmark System Corporation
- VNU Corporation

## PROJECT SUCCESSSES

- Developed a records inventory system to organize, inventory, and classify agency files and records within 30 days.
- Configured a system to provide data breach notification and identity monitoring information to 18,000 individuals within 30 days.
- Designed a FOIA process to efficiently reduce and eliminate FOIA backlogs.
- Conducted agency desk audits to recover lost Acquisition contract files.

## Company Overview

- Virginia Headquarters
- Incorporated April 1997
- Woman-owned Small Business
- 8(a) Certified
- SWAM Certified

## Schedule

GSA IT Schedule 70

## Teaming Partners

SAIC  
 ID Experts  
 GovBuys  
 Znet  
 Hewlett Packard (HP)

## NAICS Codes

- 541511 – Custom Computer Programming Services
- 541512 – Computer Systems Design Services
- 541513 – Computer Facilities Management Services
- 541519 – Other Computer Related Services
- 541611 – Administrative Management and General Management Consulting Services
- 561110 – Office Administrative Services
- 611420 – Computer Training
- 611430 – Professional and Management Development Training

## Contacts

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