

# CAPABILITY STATEMENT

## OSI, LLC Highlights

Established in Texas as a small business entity in 2007, OSI, LLC has over 10 years of combined talent acquisition and Document Management experience. With changes in Executive personnel, OSI continues to provide first class services.

## CORE PROCESS

A CLIENT-FOCUSED APPROACH delivering:

- Comprehensive screening
- Rapid response times
- Streamlined Billing, EDI, Reporting, Contract & Workforce Management
- Site visits

## Value Added Services

- Staffing (temp & perm placement)
- eDiscovery
- Records & Information Management

We are driven by social responsibility and good citizenship objectives which makes up our core values that reflect the way we do business:

**Achievement:** We are results and performance driven

**Honesty:** We tell the truth

**Integrity:** We do the right thing

**Accountability:** We take responsibility for our decisions

**Community:** We donate time and resources. ■

**Clientele:** To date, we provide services for Inland Real Estate and have served Newfield Exploration, ABS, BP America, Plano Data and SCI. Our attributes serving the Oil & Gas Industry has earned us an unparalleled reputation.

## OVERVIEW

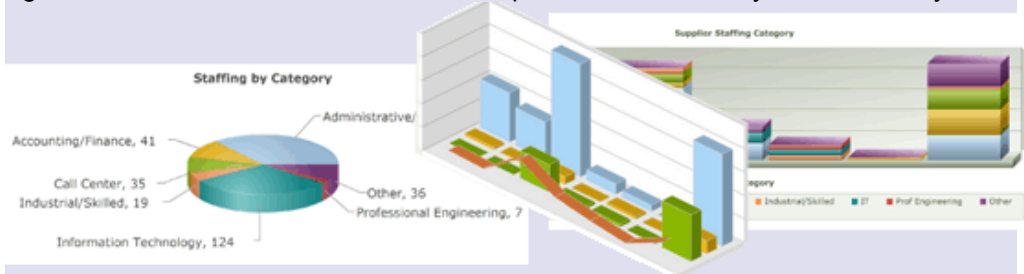
**OSI, LLC** is an award-winning provider of strategic enterprise content management solutions. With expanding compliance legislation, it is essential that all of an organization's content be properly managed and easily accessible for legal discovery purposes. But just as important as saving content is destroying it once its usefulness has expired or its legal retention period has run out. The records and retention management capabilities within our content management facilitate both parts of this equation by easing content creation, declaration, classification, retention, and destruction. The results are improved compliance, minimized litigation risk, and lower storage costs.

## SOLUTIONS & SERVICES

### BROADENING YOUR RECORDS MANAGEMENT STRATEGY

If your organization is looking to centralize records and retention administration beyond the capabilities offered by OSI, LLC Content Management, OSI services Records Management provides a scalable and flexible solution that lets you consistently apply records and retention policies (as well as legal discovery and holds) to all types of content, regardless of where that content resides—from e-mail attachments and content stored in file servers to physical records in a warehouse.

A compliant records management program is necessary for organizations to proactively and progressively manage all data, media and information. As the number of laws and severity of punishment governing records management continues to increase, it becomes even more paramount that organizations follow best practices for proper records management. Organizations need to demonstrate "good faith" intentions to follow these best practices consistently and accurately.



For maximum levels of performance, we use a '**real time**' vendor management (shown above) system, powered by to help manage workforce development processes within a variety of professional applications and industries such as:

- Manufacturing
- Transportation Safety
- Energy, Gas & Light
- Agriculture & Chemical

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