OZCORP SCIENTIFIC LLC
7 Calle Tabonuco Ste 105
Guaynabo, PR 00968

INFRAOPS

Digital infrastructure and operations

Managed digital infrastructure helps organizations establish, coordinate, and maintain the systems they use to communicate, serve customers, and operate their businesses.

CORE COMPETENCIES

01

Managed digital foundations

Websites, domains and DNS, business email, and digital workspaces configured to give growing teams a dependable public and internal technology foundation.

02

Business systems and workflow implementation

Custom web and mobile applications, integrations, automation, and operational workflows scoped around how the client works and the systems it needs to connect.

03

Data, financial operations, and support

Financial data intake and reconciliation, reporting controls, data and AI workflows, scientific programming, and ongoing infrastructure coordination.

IN THIS STATEMENT

01 **Managed digital foundation**
A managed online foundation for small science, technology, consulting, and analytics teams.
InfraOps Base starts at $500 per month — Page 2

02 **Digital systems, applications, and automation**
Connect software, workspaces, and automation around how the organization operates.
Scoped by engagement — Page 3

03 **Digital accounting and financial workflows**
Turn transaction records into traceable reconciliations and reviewable reports.
Scoped by engagement — Page 4

WHO WE SUPPORT

Science and technology teams, accounting and law firms, consultancies, construction businesses, contractors, skilled-trade operators, and other small organizations that need dependable infrastructure or operational capacity. InfraOps brings a disciplined approach to business technology by documenting how work happens, measuring what needs improvement, and applying practical tools in scoped steps.

Define your infrastructure scope

Identify your digital assets, users, current systems, and priority workflows to scope implementation or monthly support.

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CAPABILITY 01 OF 3

Managed digital foundation

A monthly digital foundation for small science, technology, consulting, and analytical teams, covering domains, email, websites, and support.

InfraOps Base starts at $500 per month

SCOPE OF WORK

- Domain portfolio, DNS, setup, renewals, and asset hygiene
- Responsive website, contact forms, analytics, and basic SEO
- Vendor and license charges billed separately with approval
- Business email setup, authentication, user and group administration
- Dashboard visibility for requests, deliverables, timelines, and status

APPLICATIONS

A practical starting point for small teams establishing a professional online presence and dependable digital operations.

SCOPE NOTE

Monthly credits define included work. Vendor and license charges are separate, and out-of-scope work requires approval before billing.

WORKFLOW

01
Assess the foundation

Review digital assets, users, business goals, access, and service priorities.

02
Configure domains and email

Set up DNS, renewals, mailbox access, authentication, and user administration.

03
Build the website

Agree content and structure, then implement and publish the professional web presence.

04
Connect operations

Organize request intake, approvals, delivery status, and customer visibility.

05
Support and maintain

Prioritize updates and service requests within the monthly plan and agreed boundaries.

SUGGESTED NAICS

- 518210 Data Processing, Hosting, and Related Services
- 541511 Custom Computer Programming Services
- 541519 Other Computer Related Services.

SUGGESTED PSC

- D302 IT Systems Development Services
- D307 IT Strategy and Architecture
- D399 Other IT and Telecommunications Services.

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CAPABILITY 02 OF 3

Digital systems, applications, and automation

Connected workspaces, software, integrations, and automations shaped around how the client works.

Scoped by engagement

SCOPE OF WORK

- Workspace configuration and team onboarding
- System integrations and workflow automation
- Responsive web and mobile application development
- Scoped AI and data workflows with appropriate human review

APPLICATIONS

Team collaboration, customer-facing applications, internal workflows, and connections between business systems.

SCOPE NOTE

Scope, access, data handling, and human review responsibilities are agreed before implementation.

WORKFLOW

01 Map the operation

Document users, workflow stages, existing tools, data, and handoffs.

02 Define requirements

Set user needs, integrations, permissions, acceptance criteria, and project boundaries.

03 Configure or build

Implement the workspace, application, connections, or automation.

04 Test and review

Validate expected behavior, data handling, exceptions, and user experience.

05 Deploy and transfer

Release the approved system, document operation, and coordinate ongoing support.

SUGGESTED NAICS

- 513210 Software Publishers
- 541511 Custom Computer Programming Services
- 541519 Other Computer Related Services.

SUGGESTED PSC

- D302 IT Systems Development Services
- D307 IT Strategy and Architecture
- D399 Other IT and Telecommunications Services.

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CAPABILITY 03 OF 3

Digital accounting and financial workflows

A traceable workflow connects financial source documents, transaction records, accounting policies, and reporting.

Scoped by engagement

SCOPE OF WORK

- Bank and payment processor intake, with OCR where suitable
- Configured classifications and contract revenue workflows
- Bank, Stripe, and ledger matching with exception review
- Financial statements, period closing, history, and reviewable records

APPLICATIONS

Multi-account reconciliation, investor and grantor reporting, funding applications, tax and audit preparation support, and contract reporting.

SCOPE NOTE

The client and qualified accounting or tax professionals remain responsible for review and compliance conclusions.

WORKFLOW

01 Ingest and extract

Bring together bank statements, payment processor data, and internal records. Apply OCR to suitable documents before validation.

02 Reconcile transactions

Match bank, Stripe, and internal entries using configured rules and date tolerances. Flag discrepancies and missing support.

03 Apply accounting policies

Configure classifications, withholding and intercompany treatment, and contract revenue workflows with qualified review.

04 Prepare reporting

Organize reconciled information for financial statements and period closing with source links.

05 Maintain controls

Define change histories, backups, access controls, and separation of processing, validation, and reporting.

SUGGESTED NAICS

541511 Custom Computer Programming Services
541519 Other Computer Related Services
541611 Administrative Management and General Management Consulting Services.

SUGGESTED PSC

B524, B529, and B544 Special Studies and Analysis.

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