OZCORP SCIENTIFIC LLC
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Guaynabo, PR 00968

Starting at $500 per month

Managed digital infrastructure and service operations

A standardized monthly foundation for small science, technology, consulting, and analytical teams. The base plan combines domain management, business email, a professional website, a customer dashboard, and ongoing support through one accountable service team. Customers may submit requests as needed; work is prioritized and delivered within the plan's monthly credits.

Scope of work

- Domain portfolio review, DNS, setup, renewals, and hygiene
- Business email setup, authentication, user and group administration
- Mobile-responsive professional website, contact forms, analytics, and basic SEO
- Dashboard visibility into requests, deliverables, timelines, and status
- Vendor and license charges billed separately at cost with customer approval
- Out-of-scope work requires approval before additional billing

Workflow

01 **Set the operating scope**
Review the team, digital assets, service priorities, and required access.

02 **Prepare domains and email**
Configure DNS, renewals, business email, authentication, and user access.

03 **Build the public presence**
Create or update a responsive website with agreed content and contact paths.

04 **Connect requests and delivery**
Organize requests, approvals, deliverables, and status in the customer workspace.

05 **Maintain and improve**
Prioritize support, routine updates, and approved work within the service plan.

Applications
Domain management, professional email, responsive websites, client request tracking, and monthly digital operations.

Scope note
Included work is delivered within plan credits. Vendor and license costs or out-of-scope work require approval.

Contributing teams
InfraOps

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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