

## BUSINESS MANAGEMENT

### REAL ESTATE, FINANCE, AND ACQUISITION SUPPORT

Procon provides business consulting, management, and support, with specialties in Real Estate, Finance Administration, and Acquisition. Procon offers a full range of services to suit the complex nature of large and small business needs. We help optimize performance through effective planning and implementation and bring the clarity needed for our clients to make sound, well-informed decisions.

#### REAL ESTATE

- Asset strategies
- Project design and planning
- Repositioning studies
- Facility maintenance management
- Asset business plans
- Disposal strategies and support
- Sensitivity analysis
- Revenue projections
- Cash flow projections
- Lease and purchase options
- Data analysis and reporting
- Investment analysis
- Asset management models
- Variance analysis
- Real estate transaction execution
- Negotiating contracts
- Market research and analysis
- Managing entitlements
- Occupancy needs assessment
- Development research and review
- Alternative workplace strategies

#### ACQUISITION PLANNING

- Market studies and analysis
- Acquisition plans
- Budget planning
- Development of estimates
- Scope development
- Evaluation criteria development

#### ACQUISITION EXECUTION

- Solicitation documents
- Submission coordination
- Submission verification
- Source selection panel coordination
- Manage procurement schedules
- Change order management
- Change order tracking
- Manage funding requisitions

#### CONTRACT ADMINISTRATION

- Owner's representation
- Master scheduling
- Budgeting and forecasting

#### FINANCE ADMINISTRATION

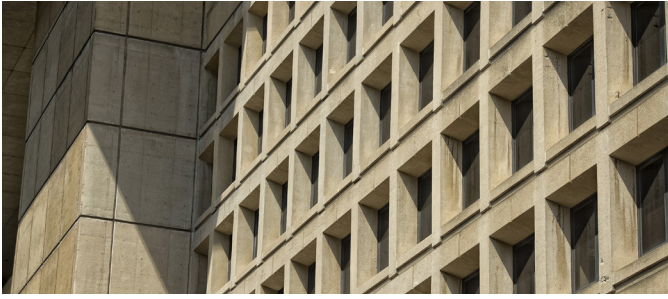
- Managing financial workbooks
- Preparing monthly financial reports
- Coordinating RWA process
- Preparation of requisitions
- Invoice processing
- Financial planning coordination
- Budget and finance research
- Expenditure documentation
- Forecast development
- Budget review
- Budget and invoice tracking

#### CLIENT SUPPORT

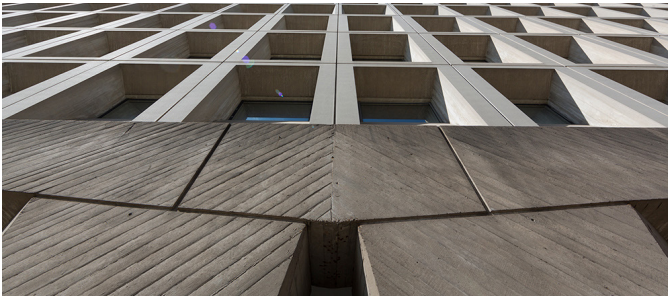
- Project and program support
- Customer service support
- Preparation of briefing materials
- Management of special projects
- Procurement management
- Change management



## SAMPLE PROJECTS



**FBI HEADQUARTERS** Strategic project management for 2.1 million SF consolidation. Developed site evaluations, budgets, due diligence, and procurement strategies.



**HUD HEADQUARTERS** Assisted in development of a portfolio plan for consolidation of 1.5 million SF of leased and owned space.



**DEPARTMENT OF STATE ACQUISITION PROGRAM** Cradle to grave acquisition management and support for GSA's design and construction procurement activities for DOS.



**OLD POST OFFICE REDEVELOPMENT** Assisted in selection of developer and negotiation of lease, project management, oversaw planning and regulatory activities.



**SOUTHEAST FEDERAL CENTER - THE YARDS** Assisted with lease negotiations, development oversight, environmental management, master planning, and zoning.



**DHS ACQUISITION SUPPORT** Provided 10-person team to assist Immigration and Customs Enforcement with contract support on over 15,000 acquisition transactions.

## SMALL BUSINESS & 8(a) STATUS

**SMALL BUSINESS** Procon is a small business according to federal SBA standards for applicable NAICS codes.

**8(a) STATUS** Procon is part of an SBA-registered 8(a) mentor-protégé relationship which makes us available for 8(a) set-aside work.

## CONTACT US

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## GSA SCHEDULES

**PROFESSIONAL SERVICES SCHEDULE (PSS)** GS-00F-247CA

**C871-7:** Construction Management and Engineering Services

**C874-1:** Integrated Consulting Services

**C874-7:** Integrated Business Program Support Services

**C520-12:** Budgeting

**C520-13:** Complementary Financial Management Services

**CFMS** Schedule Number GS-00F-247CA

**712-1** Project Management

**712-3** Reconfig/Relocation/Installation Management

**712-4** Design/Layout

**procon:consulting**

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