procon:consulting

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

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