



THE LAST

word in workplace management services.

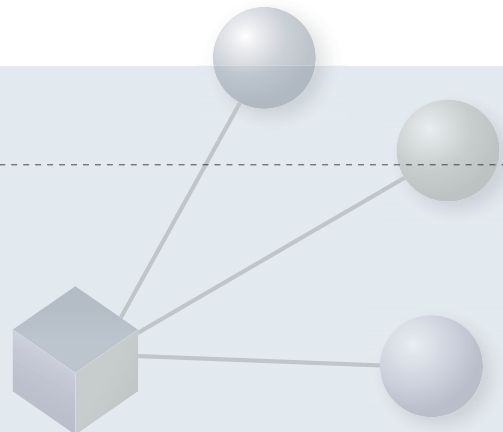
BRG has a proven track record of providing innovative staffing solutions to help our clients meet their strategic goals. The BRG team combines diverse backgrounds grounded solidly within the various disciplines of our industry, including space planning, move coordination, project management, warehouse and inventory management, work order administration, CAD drawing upkeep, technology systems administration and many other related areas. Whether providing augmented resources or an entire “Program,” BRG’s focus remains on **measurement of performance, transparent reporting and continual optimization and improvement of costs and service levels.**

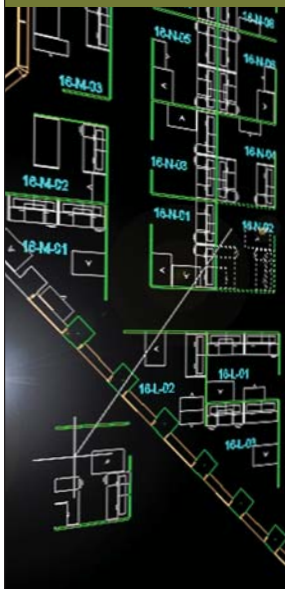
BRG’s Workplace Management Services team provides the manpower and insight required to accomplish these goals. **Realize your vision** by having BRG help you:

- **Develop short- and long-range strategic space plans** to assess existing assets and optimize your space portfolio to meet the needs of the organization.
- **Manage the daily and project-based moves, adds and changes** required to uphold the organizational changes that support your business strategies.
- **Coordinate warehouse and asset management functions** to assure accuracy of inventory information and maintain availability of required assets while rightsizing inventory and storage costs.
- **Maintain accurate as-built drawing libraries** by performing as a CAD drawing “Gatekeeper” that supports cost allocations, planning activities and operational tasks.
- **Manage project logistics and activities** including customer interaction, T.I. construction, furniture, moves, IT equipment, telecom, data and electrical.
- **Oversee customer helpdesk activities** to address daily furniture and equipment-related needs.
- **Maintain data and provide metrics reports for cost/performance management** to support your key performance initiatives.
- **Support, administer and host application and technology environments** to address staff limitations and implementation roadblocks related to the technology tools that enable your operation.

WHAT WE DO

- Create an operational playbook
- Provide scalable staffing solutions
- Implement best-practice processes
- Provide performance dashboards
- Foster employee training and development





SERVICES AND SOLUTIONS OFFERED	
Program Management	<ul style="list-style-type: none"> Program Direction and Strategy Staff Recruiting, On-Boarding, Training and On-Going Development Vendor RFPs, Selection and Management Analysis and Reporting on Service Levels, Customer Satisfaction, Costs, Activity Levels, Benchmark Comparisons, Trends and Forecasts Environmental and Safety Policy Governance Invoice Management and Chargebacks Continual Process Governance and Improvement
Space Planning	<ul style="list-style-type: none"> Customer Interaction Requirements Programming Strategic Portfolio Planning "What-if" Scenario Planning Layout and Design Scope, Budget and Timeline Management Building Audits Communications Plans
Move, Add, Change (MAC) Coordination	<ul style="list-style-type: none"> Reviewing, Planning and Scheduling Move Activities Pre- and Post-Move Verifications Bills of Materials Post-Move Follow Ups
Asset Management	<ul style="list-style-type: none"> Inventory Management Warehouse Operations Management Procurement, Brokering and Disposal Strategies Shipping and Receiving Field Verifications of Deployed Inventory Barcode Deployment
Work Order Administration	<ul style="list-style-type: none"> Helpdesk Staffing Monitoring and Dispatch of Online Customer Requests Customer Follow Up and Closeout
CAD-CAFM Administration	<ul style="list-style-type: none"> Drawing Maintenance and Upkeep IWMS Data Maintenance Management Reporting CRE Document Management
Technology Support	<ul style="list-style-type: none"> System Hosting Application Administration Database Administration

HOW IT ALL FITS TOGETHER

We connect you to the solutions you really need.

BRG offers complementary service lines that create holistic solutions for our clients. Our industry experience creates a clearinghouse for best-practices and innovations that benefit our customers on a daily basis.

Workplace Management Solutions
The whole is greater than the sum of parts

- Workplace Business Solutions
Innovative workplace strategies
- Workplace Management Technology
Best-in-class technology solutions
- Workplace Management Services
Experienced staff augmentation



www.brg.com

GSA Schedule #:
GS-35F-0029T