

# Move Management Services



## Getting you from here to there... a delicate balance.

Twenty-five thousand square feet. Two and a half million square feet. It doesn't matter how much space your organization occupies, facility moves are challenging. And without the help of experienced professionals, even small moves can become a logistical nightmare.

For 20 years, Management Alternatives has eliminated the risk and anxiety associated with relocations. We apply order to chaos. We pioneered the business of professional relocation management and consulting, and we will create the best solution for you.

Management Alternatives appoints a team of seasoned professionals for every engagement, and employs a set of proprietary tools including our 1,800-item Move Checklist. Using this checklist, we efficiently identify unique project requirements and define your project's scope. The result: precise critical path scheduling, appropriate contingency planning and accurate estimating and budgeting.

Management Alternatives protects all your interests and property, even the intangible bits and bytes. We use our Inventory and Asset Tracking Database (ATD<sup>®</sup>) to create a physical inventory of your office and everything touched in your move—including files and data stored in any format.

Better than any competitor, Management Alternatives manages all aspects of the vendor coordination process. From phones to files to data centers, we offer access to specialists that have managed moves for law firms, laboratories, technical facilities, government agencies, not-for-profit organizations and corporations of all sizes. If your requirements are highly specialized, we will recommend vendors, manage the RFP process, negotiate contracts and supervise the ultimate installation of technology, furniture systems and office equipment.

Our track record speaks for itself. To learn more, visit us online at <http://www.mgmt-alt.com> or contact us at (202) 842-4300 or [sales@mgmt-alt.com](mailto:sales@mgmt-alt.com).



### We Came Through With Flying Colors.

When the U.S. Army Corps of Engineers needed to move the Pentagon in five, 1-million-square-foot increments, they called Management Alternatives.

We provided relocation assistance, coordination services, and we managed this enormous project.

The mission was a critical success.





## Move Management Services

Whether you combine our services to create a turnkey project management package or select specific services that complement existing resources, our experience and broad service offering allow us to work with you to develop a plan that meets your specific needs.

### **Our Move Management Services include:**

**Inventory and Asset Tracking Database (ATD®)**—Using our ATD®, we perform a physical inventory of all office and technical furniture and equipment to plan and control the actual move. Our ATD® can also be used for asset management, including facilitation of churn activities.

**Vendor Coordination**—Management Alternatives coordinates and facilitates the installation of telephones, computers, cabling and office and plant equipment. We manage central services and specialty areas, including copiers, mail equipment, facsimile, training facilities, food service, libraries, central files, broadcast studios, hearing rooms, digital tape facilities and multimedia collections. On your behalf, we will monitor timing for utilities cutover, insurance and security system installation.

**Vendor & Services Procurement**—It is essential to develop and document requirements for the procurement of goods and services. Let Management Alternatives put our experience to work developing competitive RFPs, analyzing RFP responses, recommending vendors, negotiating contracts and supervising installations on your behalf.

**Moving Services Procurement and Move Coordination**—When the time comes to select a services provider, Management Alternatives can prepare specifications, issue a competitive RFP for moving services, evaluate responses to the RFP, check references and recommend a selection. We will plan the physical move with the selected mover, conduct staff briefings, prepare move packets for all personnel and label furniture and equipment to be relocated.

**Records Management Consulting**—Let our experts evaluate your existing record-keeping systems, then develop or recommend a system that resolves any existing problems. We will work with your staff to implement an appropriate methodology to achieve established goals.

**On-Site Supervision and Post-Move Services**—Our teams will prepare your new space for the move, act as your agent and provide staff to supervise the physical move. In addition, we will provide a comprehensive inventory of all relocated furnishings to verify their successful arrival. After the move, we continue our support by working with vendors to resolve move claims or other damages. Our Post-Move Welcome Desk helps your staff settle into their new space and resolve any punch list closeout issues that remain.

Visit us online at <http://www.mgmt-alt.com> or contact us at (202) 842-4300 or [sales@mgmt-alt.com](mailto:sales@mgmt-alt.com) to learn more about how Management Alternatives can help you with:

- **Relocation Planning & Management**
- **Technical Systems**
- **Furniture Services**
- **Move Management Services**
- **Churn Management**
- **Orientation & Communications**