

# Capability Statement



## Professional Services

### Company Overview & Core Competencies

Interior Systems, Inc., dba ISI Professional Services (ISI), was founded in 1991 and is a Washington, D.C. based **Service-Disabled Veteran-Owned Small Business (SDVOSB)** offering full-service consulting and project management services for complex and mission-critical projects. We value teamwork, initiative, commitment, hard work; and customer satisfaction; our core competencies include:

- |  |  |
|--|--|
| ☑ <b>Program Management</b>              | ☑ <b>Facility Support Management</b>     |
| ☑ <b>Construction Management</b>         | ☑ <b>Management Consultation Support</b> |
| ☑ <b>Real Estate Consulting</b>          | ☑ <b>Relocation Management Services</b>  |
| ☑ <b>Administrative Support Services</b> | ☑ <b>Professional Support Services</b>   |

### Differentiators

For the past 22 years, ISI's strategy has been to meet the needs of our clients and exceed their expectations by using our customer-focused and performance-based processes. ISI's value proposition is based on unwavering customer intimacy; we deliver :

- ☑ **Tailored, Turn-key Solutions**
  - ↳ Customized Solutions Based on a Comprehensive Understanding of Unique Needs
  - ↳ Continuous Customer Relationship Management & Discovery of Emerging Needs
- ☑ **Hyper Responsiveness**
  - ↳ Anticipatory Service Delivery
  - ↳ "Down in the Trenches" Solidarity
- ☑ **Project Continuity/Life-Cycle Management**
  - ↳ Reduced Turnover
  - ↳ Enhanced Program Transition Time

### Customers



#### ISI Professional Services

1201 15<sup>th</sup> Street, N.W., Suite 200 • Washington, DC 20005

Phone 202-393-1515 • [www.isiwdc.com](http://www.isiwdc.com)



Professional  
Services

# Past Performance



## Project & Construction Management

**Total Number of Projects: 107**

**Total Square Footage: 1,788,011**

*General Services Administration – NBC 1 & 2*

- POR Development
- Project Scheduling
- SOW Development
- Construction Administration
- Occupancy Coordination
- Relocation Management
- Drawing Review
- Budget Development
- Cost Proposal Review
- Site Inspections
- Project Close-out

## Real Estate Transaction Support (Leasing)

**Total Number of Projects: 29 Projects**

**Total Square Footage: 1,180,000+ SQFT**

*Department of Veterans Affairs (VA) – NBC 1 & 2*

*Department of the Interior (DOI)*

- SOW & RFP Development
- Market Research & Analysis
- Financial Analysis & Price Negotiation
- Lease Administration / Expansion / Extension
- Tenant Representation
- Legal Consultation & Support

## Relocation & Furniture Management

- SOW Development
- Budget Development/Analysis
- Scheduling
- Move/Change Management Communication
- Technology Management
- Move Coordination
- Move Database & Management
- Physical Move Prep & RFP Development
- Post-move Command Center
- Project Close-out

## Project / Space Management Support

- Space Planning
- Design Services
- Interior Design
- Technical Support (Cabling, Security)
- Furniture & Inventory Management

## Professional & Administrative Support

- Program & Project Managers
- Facility Managers
- Program Analysts & Specialists
- Budget Analysts
- Realty Specialists
- Executive & Administrative Assistants
- Mechanical Engineers
- Subject Matter Experts (SME)



### NAICS Codes

561210 – Facility Support Services  
541990 – All Other Prof., Scientific and Tech Services  
541611 – Administrative & General Management Consulting  
561499 – All Other Business Support Services

### Contract Vehicles



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MOBIS

Professional Engineering Services  
Comprehensive Furniture Management Services  
Complete Facilities Maintenance & Management Services

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