

# Working With Integrated Building Systems

## CERTIFIED DESIGNERS & CONSULTANTS

We follow BICSI (Building Industry Communication Systems International) standards, and our consultants hold RCDD (Registered Communications Distribution Designer) certification.

## FLEXIBLE, SUSTAINABLE DESIGNS

Our designs address the needs of the building's occupants both today and into the future.

## VENDOR-NEUTRAL

The designs we create are vendor and manufacturer-independent, allowing procurement through an RFB (Request for Bid) or RFP (Request for Proposal) process.



Integrated Building Systems provides **client-centered, vendor-neutral technology planning and implementation services** to help organizations identify and implement the most effective solutions for their technology needs.

## How We Work

We believe in communicating, well and often, from the beginning of your project to its conclusion. We know you expect a complete and correct solution, the first time. That's why our designers and project managers will work closely with you to:

- Establish the basic scope for your project
- Understand your requirements and the business benefits you're expecting
- Develop a needs assessment & perform an audit of existing systems
- Create a program with estimated costs
- Create a detailed design to meet your project needs
- Develop bid specifications and documents
- Offer selection criteria for the best contractors or vendors
- Ensure that the finished project is completed on time and within budget

**Before we help you develop a strategic technology plan, we'll first assess your current technology investment and then determine:**

- your expectations,
- your estimated rate of growth and
- the direction technology is moving in your industry.

Then we'll help you determine the future operational needs of your organization, so that the technology infrastructure we design today is not outdated tomorrow.

**But we don't stop there.** We'll also provide a cost/benefit analysis that will identify potential cost savings and areas where you can maximize the use of technology integration for your business, and help develop a planned budget for future technology investment.



# How We Implement Your Technology Solution

## A successful implementation program ultimately depends on you.

Our process is divided into eight areas that should be given consideration in order for your implementation to be successful. We've seen time and time again, from our experience working with clients, that when this process is followed, your expectations will be met, and often exceeded.

### Planning Phase

We'll take a strategic look at the value of your technology and what role it will play for your organization. This phase may start with an initial assessment of where you are today and how you may be better able to use your existing technology investment. Then we'll look to the future and try to determine, with your help, any possible opportunities for sales and productivity gains by investing in additional appropriate technology. A **Return On Investment Analysis** is completed, along with a **Technology Blueprint** for the organization's overall strategic plan.

### Purchasing Phase

Also known as the Proposal, RFP or Quoting Phase. This usually requires adjustments of pricing and negotiation to select the final installation configuration.

### Installation

The actual installation of the technology product as defined by scope of work from proposal, RFP or quote. Pre-job engineering is completed and a **Project Timeline** is created. Your Installation may be often broken into phases based on its complexity and your budget. A **Quality Inspection** and punch-list are completed.

### Orientation

As-built documentation is delivered as per installation. Initial Administrative training is provided, if applicable. End-Users may be given basic Introductory training to system. We can help with both.

### Integration

One type of integration can be getting two different systems to talk to each other. A second form of integration comes from helping an organization work through the pain of "change" that comes as a result of implementing new technology.

### Training

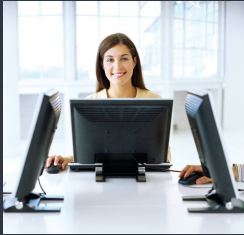
Many of the integration pains can be resolved with some well-planned training for the end-users. Customized training allows for teaching the end-users how they will actually use the system will build confidence and shorten the learning curve. Additional and advanced training can be expected for certain users, several weeks or months after the initial training, in order to reinforce and increase productivity.

### Customization

Most systems will have some sort of moves, adds or changes to the initial setup. This tweaking can only come after working with the system over time, on your site, and in your environment. It is impossible and impractical to think all decisions and situations can be resolved up front, even with a great planning phase.

### Service and Support

All systems and organizations need help desk support and repair service from time to time. Preventive maintenance programs will help to minimize emergency situations, but contingency and disaster recovery/prevention plans need to be a part of a well run-system.



## OUR SERVICES

Infrastructure: Wired & Wireless

Security & Public Safety

Phone/Voice Technology

Audio/Video/Multimedia

Computer/Data Networking

Electronic Building Communications



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