WHAT IS THE SERVICE OFFERING?
Our Colliers’ Portfolio Strategy Consulting team developed the Quick-Hit Portfolio Analysis (QPA) to identify high-impact, quickly implementable cost-saving opportunities across an occupier’s portfolio of properties. (Includes all property types.)

This includes:
• Assessment of the operational environment of the real estate portfolio
• Key savings recommendations for short, medium, and long-term strategies

WHY IS THIS IMPORTANT?
Now is the time to reassess your real estate portfolio relative to the impacts of COVID-19 on your business. By assessing a portfolio’s proposed occupancy, current-market environments and key performance indicators (KPIs), the QPA provides necessary adjustments to the established portfolio strategy to yield immediate cost savings and long-term cost avoidance. The final report can help you facilitate proactive conversations regarding change requirements within the businesses you serve.
WHAT IS THE PROCESS?

1. Identify core locations strategic to an occupier’s portfolio.

2. Perform the following analysis:
   - Market-to-Market (M2M)
   - Landlord’s willingness to renegotiate (address opportunities)
   - Assess the KPIs (key performance indicators)
   - Assess occupancy and utilization
   - Possible consolidation and space reduction
   - Assess remote and flexible workspace options

3. Formulate recommendations:
   - **Determination of options:** stay vs. go strategies including the possibility of “blend and extend” renewals, potential capital market acquisitions, possibly reduced rental rates etc. and assessing the risk of a change in ownership as a result of current landlord’s liquidity.
   - **Recommendations based on KPI improvements:** to improve key performance indicators such as cost, occupancy and square footage.
   - **Reexamination of location requirements:** for relocation, consolidation or space reduction strategies, project potential discount to current square footage required.
   - **Opportunities for flexible workspace and remote working:** consideration of remote working from home or alternatives to traditional leases like flexible workspaces.

4. Provide deliverable as a report:
   - Provide location-level recommendations
   - Quantify potential impacts
   - Populate dashboard illustrating potential savings ($, SF, etc.)
   - Include high-level costs to achieve and timing

WHAT IS THE TIMELINE?

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>WEEK 2</th>
<th>WEEK 3</th>
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<tbody>
<tr>
<td>Data collection and portfolio analysis.</td>
<td>Completion of analysis; develop and finalize recommendations.</td>
<td>Provide deliverable and schedule to review with client.</td>
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WHAT IS THE COST?

$15,000 — payable by the broker or the client.

KEY CONTACTS

**Ron Zappile**
Senior Vice President, Portfolio Strategy Consulting
Occupier Services | Americas
ron.zappile@colliers.com

**Chris Zlocki**
Executive Vice President, Head of Client Experience
Occupier Services | Global
chris.zlocki@colliers.com

Learn more at: colliers.com/occupierservices

TESTIMONIALS

“Integrating portfolio strategy into our overall service delivery has generated solutions to our clients and extended our value as an advisor.”

**Michael J. Finley, SVP ENTERPRISE CLIENTS**

“The real value is the ability to deliver a visual guide breaking down a client’s portfolio and identifying savings, efficiencies and operational gains.”

**Rick Kingery, VP ENTERPRISE CLIENTS**

Work Forward » Together