

CURRENT SERVICE SCOPE

Administrative & Project Support

Texas-based execution support for public programs and prime contractors

How we help. Metro provides bounded, owner-led support that keeps outreach, records, schedules, and deliverables organized under the prime contractor's approved methods and controls.

Core support

- Project coordination - milestone tracking, action logs, meeting support, and status reporting.
- Survey outreach logistics - respondent communications, scheduling, follow-up administration, and field logistics.
- Document operations - intake, indexing, formatting, controlled production, and records organization.
- Transcription and meeting support - accurate capture of discussions, decisions, and assigned actions.
- Process documentation - SOPs, workflow maps, checklists, templates, and repeatable administrative procedures.
- Public and aggregate research - business, procurement, community, and program research from public or de-identified sources.

Why primes use Metro

- Direct accountability - owner-led delivery with one responsible point of contact.
- Clean workshare boundaries - Metro works within the prime's methodology, tools, templates, and quality controls.
- Texas coverage - statewide support with emphasis on San Antonio and South Texas.
- Flexible execution - task-based and surge support for document-intensive public-sector engagements.

Contract data

Legal name	Metropolitan Consulting LLC
Government IDs	UEI PX69MJ94WGY9 CAGE 220N0
Relevant NAICS	541618 561410 561499
Primary contact	David Nichoff, Owner/Manager 210-901-9114 david@metroconsultsrvs.com

Ideal teaming uses

Community surveys Outreach coordination, respondent scheduling, transcription, document control, and milestone tracking.	Public program administration SOPs, action logs, records organization, meeting support, and deliverable assembly.	Prime surge support Clearly bounded tasks performed under the prime's methods, tools, deadlines, and quality controls.
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Scope note: This profile intentionally excludes regulated investigative services. Metropolitan Consulting LLC will not offer or perform those services unless and until applicable Texas DPS company licensing and contract requirements are satisfied.