

Choice Habit LLC delivers schedule control, compliance documentation, proposal support, and public engagement. Our team brings acquisition and project management experience, ensuring precision and compliance in every engagement. We operate virtually with on-site availability and an active footprint across Washington, DC, Maryland, and Virginia.

### Core Competencies

- Integrated Master Scheduling (IMS) and Customer Relationship Management (CRM) integration.
- Proposal strategy and compliant narrative development.
- Documentation design and audit-ready compliance reporting.
- Contract management and vendor performance.
- Process standardization and Standard Operating Procedure (SOP) development.
- Public engagement and communications.

### Differentiators

- Federal acquisition insight from both the Procurement Manager and Program Manager roles.
- Proven IMS builds linked to CRM for real-time oversight.
- Compliance-first documentation that withstands audit.
- Low overhead with senior execution on every engagement.

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**CAGE CODE:** 9JU00

**TIN:** 92-1718416

**NAICS Codes:** 541611; 541618;  
541613; 541430; 611430

### Certifications & Affiliations:



### Key Services

#### IMS and CRM Integration:

- Build and manage project schedules in Monday CRM. Publish milestones and dependencies for all sites.

#### Proposal Development:

- We manage contracts end-to-end, ensuring performance, compliance, and risk management, while optimizing vendor relationships for smoother operations and better service delivery.

#### Documentation and Compliance:

- Create standardized inspection forms, watering logs, warranty workflows, and monthly reports.

#### Contract Management:

- Track deliverables, vendor performance, and risk. Prepare status decks and issue logs.

#### Process and SOPs:

- Define field-to-office workflows, version control, and handoffs. Train teams on repeatable steps.

#### Public Engagement and Communications:

- Produce press releases, media notices, project microsite content, and signage packs.

#### Team Expertise:

*Melissa Tyson – Senior Procurement & Management Consultant*

- *Former federal acquisition expert. Leads acquisition strategy, compliance, and proposal reviews.*