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**INFORMED  
INFRASTRUCTURE**  
The magazine for civil & structural engineers

Presented by:

— BQE —  
**CORE**  
ENGINEER

# How to Prepare Your Business for the Post-COVID World

March 30, 2021

**INFORMED  
INFRASTRUCTURE**  
The magazine for civil & structural engineers



# Introduction



Shafat Qazi  
CEO & Founder  
BQE Software, Inc.

# ABOUT BQE SOFTWARE

[www.bqe.com](http://www.bqe.com)

Developer of **BQE CORE**

The leading provider of

- ✓ Time & Expense Tracking
- ✓ Billing
- ✓ Accounting
- ✓ Project Management

Most Advanced Billing Software  
For Engineers, Architects

## BQE CORE:

- Native Cloud, Always Getting Better
- Make Informed Decision
- Connect to Bank Accounts
- Do Accounting without doing
- ePayments
- Project Accounting & Management

www.bqecore.com

Search Core

Fountainhead A+E, Inc.

### Steve's Team Performance

Actions ADD WIDGETS

#### Staff Utilization: THIS YEAR

EMPLOYEE	UTILIZATION %
Jason Acosta	92.91 %
Curtis Jameson	92.62 %
Jennifer Smith	89.29 %
Richard Cohen	88.62 %
Linda Dale	88.42 %

#### Employee Allocation: THIS WEEK

EMPLOYEE / PROJECT	ALLOCATED	USED	BALANCE
Alice Shapiro 00-00 - FOUNTAINHEAD: General Office	40.00	0.00	40.00
Curtis Jameson 19-03 - SMSC: Construction Documents	38.00	0.00	38.00
Jason Acosta 19-03 - SMSC: Construction Documents	38.00	0.00	38.00
Richard Cohen 19-08 - PASADENA: Construction Documents	38.00	0.00	38.00
<b>TOTAL</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>

#### Staff Effective Rates: LAST 12 MONTHS

EMPLOYEE	BILL RATE	AVERA...	EFFECTIVE BILL RA...
Steven Burns	\$275	\$254	\$217
Jennifer Smith	\$250	\$189	\$161
Richard Cohen	\$225	\$197	\$154
Sally Ryan	\$225	\$146	\$127
Jan DeMarco	\$225	\$202	\$123

#### Time Performance: LAST 12 MONTHS

1,532 OVERHEAD HOURS

- PAID TIME OFF
- OVERHEAD HOURS
- NON-BILLABLE HOURS
- BILLABLE HOURS

#### Employee Performance: LAST 12 MONTHS

EMPLOYEE	INVOICED SERVICES
Steven Burns	\$511,109.96
Jan DeMarco	\$491,126.01
Richard Cohen	\$452,895.40
Curtis Jameson	\$387,667.40

#### Steve's Teams' Notes

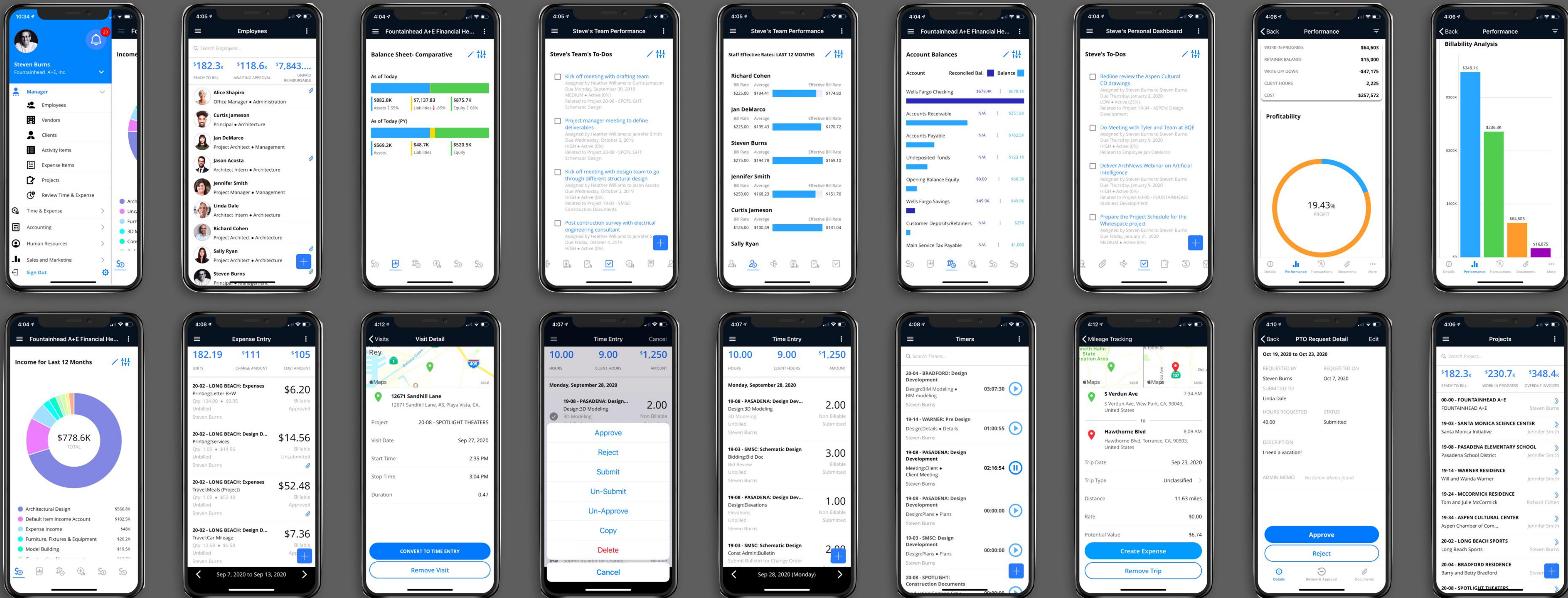
Jan needs to go home every day for lunch because she has a crazy diet  
Employee ·  
Created By Steven Burns  
Created Tuesday October 08, 2019

Project contract amount has been decreased from \$108,333.34 to \$25,000.00 by \$83,333.34.

Project · 20-04 - BRADFORD: Structural Engineering  
Created By Steven Burns  
Created Saturday December 14, 2019



# MOBILE FIRST



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# QUESTIONS WE WILL ANSWER

1

WHAT DID WE EMBRACE?

2

WHAT WILL COME BACK?

3

WHAT WILL CHANGE PERMANENTLY?

4

HOW TO PREPARE MY BUSINESS FOR POST-COVID ERA?

5

WHICH TECHNOLOGIES MUST WE ADOPT, TO WIN?

6

WHAT ARE THE BEST PRACTICES FOR OUR NEW WORLD?

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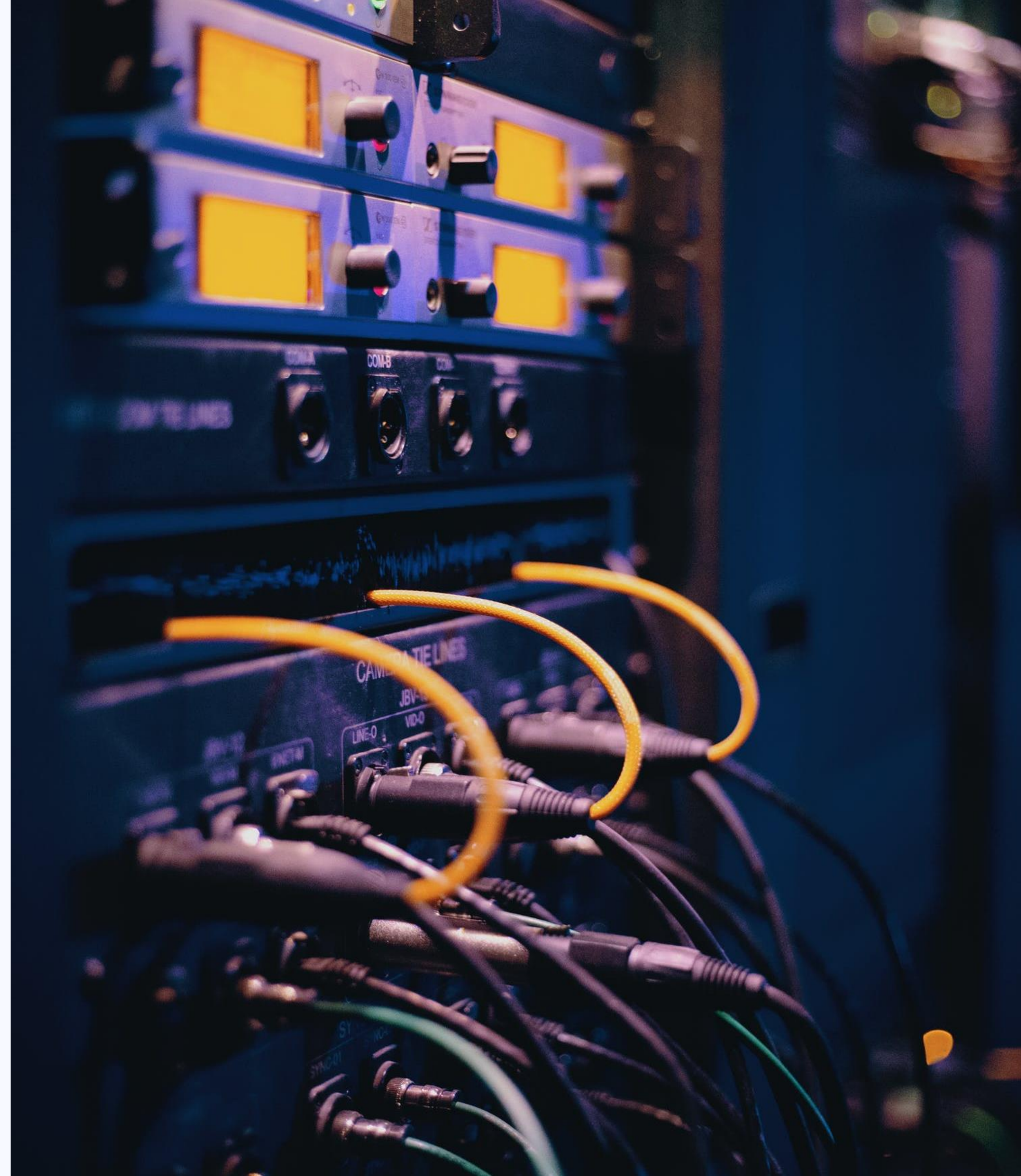
# POLL QUESTION #1

Which of these Work-from-Home policies are you most likely to implement in post COVID world. (choose one)

- Employees can continue to work from home if they wish
- Hybrid model: employees can work from home and office
- Some employees must work from our office
- All employees must work from our office

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# THE SERVER ROOM



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# MEETINGS





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# OFFICE EVENTS



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# THE PRE-COVID WORLD

- 1 IN-PERSON MEETINGS
- 2 CLIENT + JOB SITE VISITS
- 3 CHECKS AND BANK DEPOSITS
- 4 LOCAL AREA NETWORKS (LAN) WITH FILE SERVERS

- 5 REACHABLE BY PHONE
- 6 BUSINESS TRAVEL
- 7 OFFICE PARTIES & EVENTS
- 8 RETAIL SHOPPING

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# VIRTUAL MEETINGS

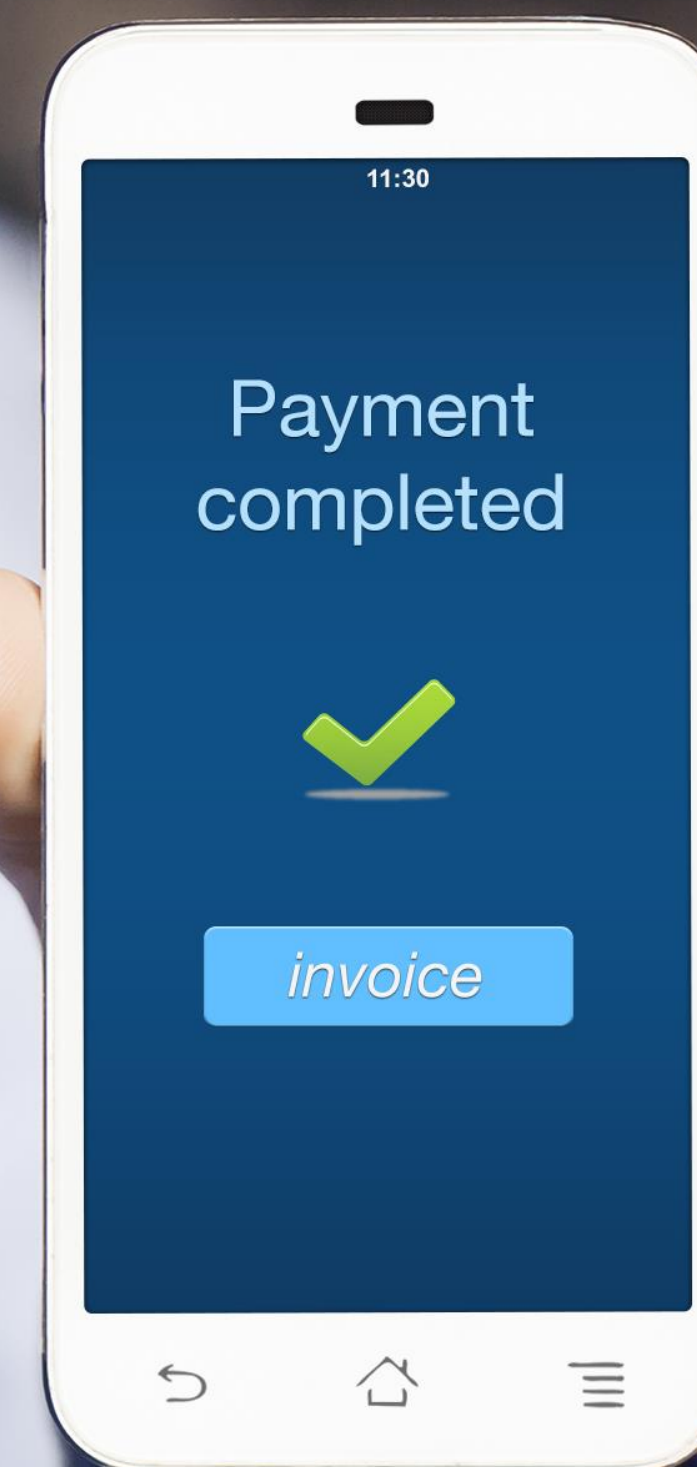


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# ELECTRONIC PAYMENTS

Why are your clients still paying you with checks?

**GET PAID  
4X FASTER  
WITH  
EPAYMENTS**



# CLOUD SOFTWARE



- DASHBOARD
- PROJECTS
- CONTACTS
- TIME & EXPENSES
- BILLING
- PRODUCTIVITY TOOLS
- CRM
- SALES TOOLS
- REPORTS
- ACCOUNTING
- PAYABLES
- HUMAN RESOURCES
- LISTS
- FAVORITES

Search Core
Fountainhead A+E, Inc.

## Fountainhead A+E Financial Health

### Income for Last 12 Months

\$3,591,832

TOTAL

- Architectural Design
- Uncategorized Inc...
- Furniture, Fixtures...
- 3D Modeling
- Construction Man...
- Default Item Inco...
- Artistic Rendering
- Model Building
- Expense Income
- Interior Design

### Balance Sheet- Comparative

As Of Today

ASSETS	\$986,696.23	↑ 57%	LIABILITIES	\$5,631.44	↓ -86%	EQUITY	\$981,064.79	↑ 67%
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As Of Today (PY)

ASSETS	\$629,298.41	LIABILITIES	\$41,265.24	EQUITY	\$588,033.17
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### Account Balances

ACCOUNT	RECONCILED B...	BALANCE
Wells Fargo Checking	\$678,381.84	\$674,281.84
Accounts Receivable	N/A	\$447,893.86
Accounts Payable	N/A	\$160,733.47
Undeposited funds	N/A	\$129,596.40
Opening Balance Equity	\$0.00	\$65,250.00

### Aged Receivables

\$701,004

TOTAL

- 1-30 Days
- 31-60 Days
- 61-90 Days
- 91-120 Days
- 120+ Days

### Expenses for Last 12 months

\$2,678,607

TOTAL

- Salaries Professio...
- Salaries Office Staff
- Outside Consultants
- Rent
- Other Expense
- Medical Insurance
- Uncategorized Exp...
- Office Equipment
- 401K Contribution
- Others

### Cash Flow

Month	Cash Flow
Nov 18	\$175.0K
Dec 18	\$110.0K
Jan 19	\$200.0K
Feb 19	\$165.0K
Mar 19	\$105.0K
Apr 19	\$145.0K
May 19	\$130.0K
Jun 19	\$80.0K
Jul 19	\$115.0K
Aug 19	\$165.0K
Sep 19	\$130.0K
Oct 19	\$80.0K
Nov 19	\$115.0K
Dec 19	\$165.0K
Jan 20	\$155.0K
Feb 20	\$155.0K
Mar 20	\$15.0K

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# ONLINE SHOPPING



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# WHAT DID WE EMBRACE

1

CLOUD STORAGE

2

E-LEARNING

3

ONLINE SHOPPING

4

VIRTUAL PARTIES & EVENTS

5

CLOUD BILLING & ACCOUNTING: BQE CORE

6

VIRTUAL MEETINGS: ZOOM, MS TEAMS, GOOGLE MEET

7

COMMUNICATIONS: SLACK, IMESSAGE, MS TEAMS

8

FINTECH: VENMO, ZELLE, EPAYMENTS + ONLINE BANKING

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# SITE VISITS





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# CONFERENCES



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# BUSINESS TRAVEL



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# WHAT WILL RETURN

- 1 CLIENT & JOB SITE VISITS
- 2 IN-PERSON INDUSTRY CONFERENCES
- 3 BUSINESS TRAVEL

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## POLL QUESTION #2

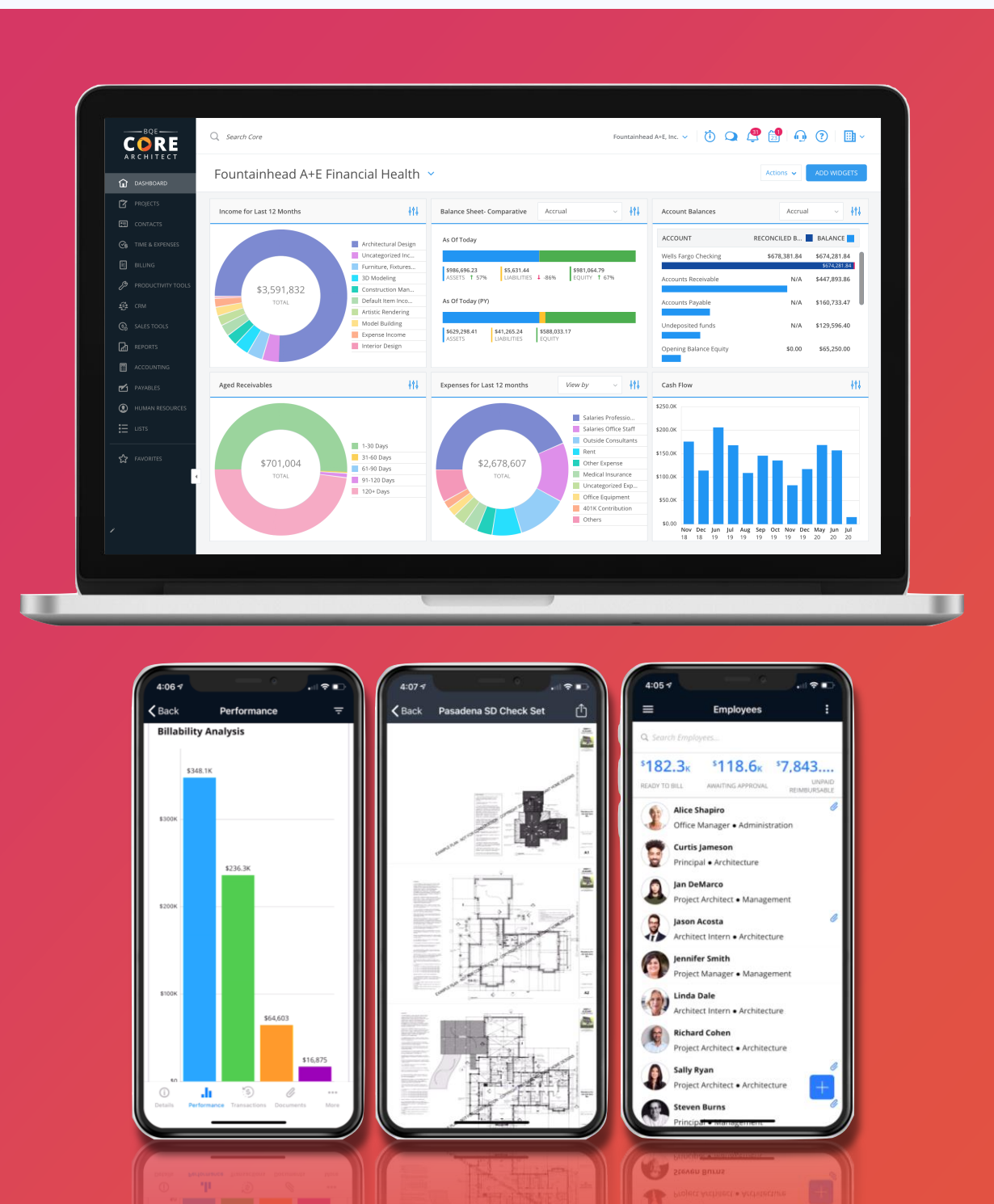
Which of these changes did your firm make after March 15, 2020.  
(choose all that apply)

- Switched from conventional phone system to cloud-based
- Switched from desktop software (BillQuick, QuickBooks), to online software (QBO, CORE)
- Implemented MS Office 365 with MS Teams or Google Suite with Google Meet
- Didn't change a thing

# WHAT WILL BECOME PERMANENT



ONLINE MEETINGS



CLOUD SOFTWARE & STORAGE



FLEXIBILITY TO WORK FROM HOME



ONLINE SHOPPING

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# WHAT WE LEARNED

- 1 VIRTUAL COLLABORATION IS POSSIBLE
- 2 CLOUD TECHNOLOGIES COST LESS OVERALL
- 3 WORK IS WHAT WE DO - NOT WHERE WE GO
- 4 PEOPLE CAN ADJUST TO CHANGE FASTER THAN WE THOUGHT
- 5 FIXED OFFICE HOURS ARE NOT IMPORTANT FOR PRODUCTIVITY

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# PREPARE YOUR BUSINESS

DEVELOP AN INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

## Infectious Disease (COVID-19) Preparedness and Response Plan



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# PREPARE YOUR BUSINESS

PREPARE TO IMPLEMENT BASIC INFECTION PREVENTION MEASURES





# PREPARE YOUR BUSINESS

## IMPLEMENT WORKPLACE CONTROLS



### HIERARCHY OF CONTROLS

The Hierarchy of Controls is a simple way to minimize exposure to hazards in your workplace.

**Elimination**

Removes the cause of danger completely.

**Substitution**

Controls the hazard by replacing it with a less risky way to achieve the same outcome.

**Isolation**

Separates the hazard from the people at risk by isolating it.

**Engineering**

Uses engineering controls that make physical changes to lessen any remaining risk, e.g. redesign a ventilation system to eliminate worker exposure to fumes.

**Administration**

Uses administration controls to lessen the risk, e.g. install signs, rotate jobs.

**Personal Protective Equipment (PPE)**

Require your employees to wear PPE based on remaining hazards, e.g. provide gloves, earplugs, safety glasses.

**MOST EFFECTIVE**

**LEAST EFFECTIVE**



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# PREPARE YOUR BUSINESS

LEARN ABOUT NEW LAWS SUCH AS THE FAMILY- FIRST CORONAVIRUS RESPONSE ACT



**The Families First  
Coronavirus Response Act**  
H.R. 6201

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# PREPARE YOUR BUSINESS

REVIEW & UPDATE YOUR INSURANCE POLICIES



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# PREPARE YOUR BUSINESS

TALK TO YOUR CLIENTS



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# PREPARE YOUR BUSINESS

FORMALIZE A WORK-FROM-HOME PLAN

*Working from Home*



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# PREPARE YOUR BUSINESS

REVISIT YOUR BUSINESS PLAN



# PREPARE YOUR BUSINESS

RE-SKILL YOUR STAFF



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# PREPARE YOUR BUSINESS

GO TOUCH-LESS ON EVERYTHING





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## POLL QUESTION #3

If you are not yet a user of BQE CORE, would you like to learn more?(choose one)

- Yes, I'd like to do a Free Trial of BQE CORE
- Yes, I'd like to schedule a Live Demo
- Yes, I'd like to talk to a Product Specialist
- Not at this time

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# NEW OPPORTUNITIES

1

DEVELOP AREAS OF YOUR BUSINESS THAT ARE LIKELY TO THRIVE

2

REMOTE HIRING ALLOWS FOR A BIGGER TALENT POOL

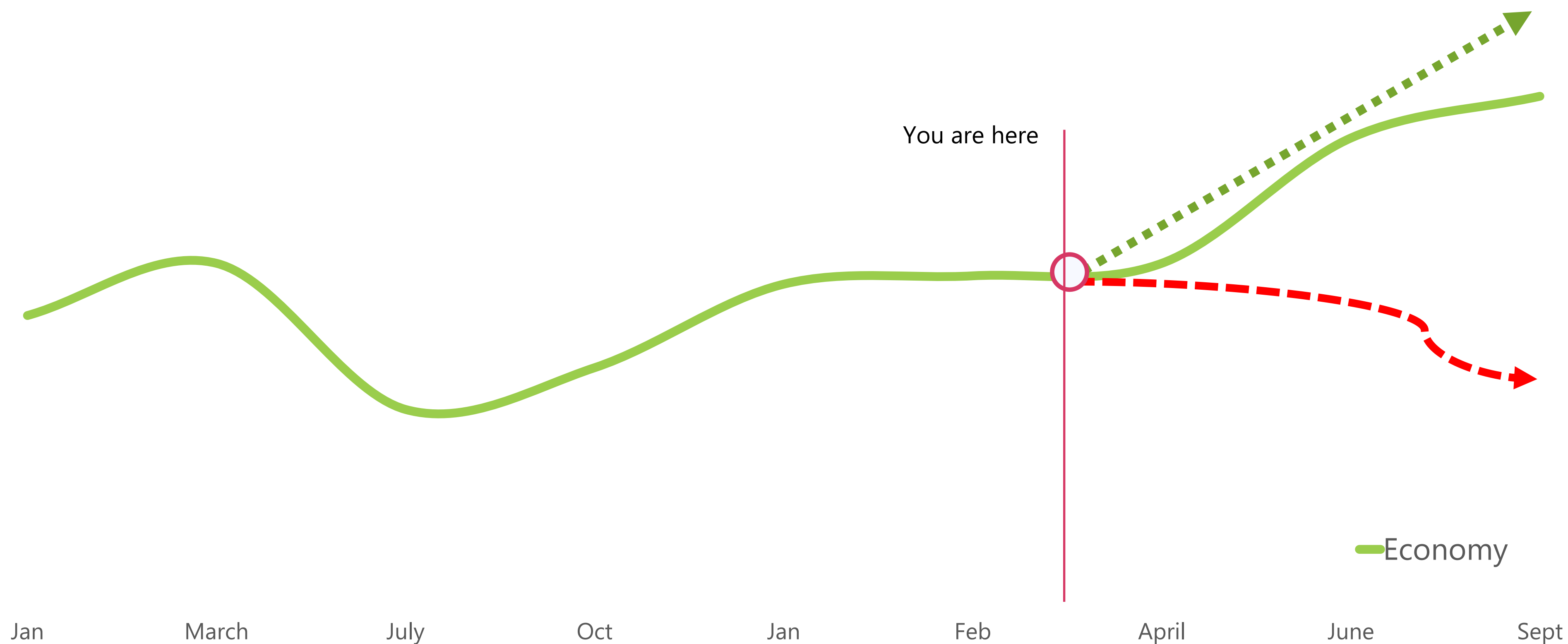
3

CLOUD SOFTWARE ADDS VELOCITY TO YOUR GROWTH

4

GOVERNMENTS WILL INCREASE INFRASTRUCTURE SPENDING. ARE YOU READY?

# YOU AND THE ECONOMY



— Economy

# 5 TECHNOLOGIES YOU MUST ADOPT NOW

CLOUD STORAGE



BUSINESS TOOLS



COLLABORATION



BILLING & ACCOUNTING



HARDWARE



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# BEST PRACTICES FOR A DISTRIBUTED WORKFORCE

1

TAKE ADVANTAGE OF THE NEW MEDIUM, SCREEN SHARE

2

INVEST IN EQUIPMENT, MICROPHONE, DUAL MONITORS,  
LIGHTING, GREEN SCREEN

3

TAP ON GLOBAL TALENT, 24 HOUR CYCLE

4

MEASURE OUTPUT NOT INPUT

5

ASSUME POSITIVE INTENTION AND USE EXTRA  
FLUFFY LANGUAGE

6

MATT MULLENWEG, CEO AUTOMATTIC, 1,172  
DISTRIBUTED EMPLOYEES IN 75 COUNTRIES

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Q+A



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