



imSolutions, llc

PROVIDING SERVICE BEYOND THE DEMAND

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Multiple Award Schedule - MAS

Federal Supply Group: Professional Services

Contract Number: GS-10F-0087R

Contract Period: November 15, 2019 - November 14, 2024

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor:	IMSolutions, LLC 3600 Pointe Center Court, Suite 200 Dumfries, Virginia 22026
Business Size:	Small, Economically Disadvantaged Woman-Owned, Veteran Owned Business
Telephone:	703-221-2685
FAX:	703-221-2755
Web Site:	www.imsolutionsllc.com
E-mail:	mlangaigne@imsolutionsllc.com
Contract Administration:	Martin J. Languaigne

Pricelist current through Modification #**PS-0029**, effective **January 8, 2021**.

Customer Information**1. Table of Awarded Special Item Numbers (SINs):**

SIN	Recovery	SIN Description
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

1b. Identification of labor rates for each SIN awarded: See P. 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: See P. 5

2. Maximum Order: For SIN 541611 - \$1,000,000
For SIN OLM - \$250,000

3. Minimum Order: \$100.00

4. Geographic Coverage (Delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as Company address

6. Discount from list prices or statement of net price: Prices shown are net with discount included.

7. Quantity discounts: None offered

8. Prompt payment terms: Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign Items: None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery: Consult with Contractor

10c. Overnight and 2-day delivery: Contact the Contractor for rates for overnight and 2 day delivery.

10d. Urgent Requirements: Contact the Contractor's representative to affect a faster delivery.

11. FOB Points: Destination

12a. Ordering Address: Same as Company address

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

- 13. Payment Address:** Same as Company address
- 14. Warranty provision:** Contractor's standard commercial warranty
- 15. Export Packing Charges (if applicable):** Not Applicable.
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18a. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** Same as Company address
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/ N/A**
- 23. Data Universal Number System (DUNS) number:** 122559698
- 24. Notification regarding registration in System for Award Management (SAM) database.** IMSolutions, LLC is registered on SAM.

**GSA-Approved Labor Category Rates
SIN 541611**

LABOR CATEGORY	LABOR RATES
CONTRACTOR SITE	
Acquisition Consultant 2	\$120.57
Acquisition Consultant 4	\$156.35
Budget Analysis	\$105.10
Business Analyst	\$46.10
Consultant	\$115.26
Contract / Procurement Analyst 1	\$70.22
Contract / Procurement Analyst 2	\$107.17
Executive Coach	\$353.32
Facilitator	\$228.25
Functional Analyst	\$55.61
Grants Management Specialist 1	\$81.07
Grants Management Specialist 2	\$90.20
Junior Cost Analyst	\$80.74
Junior Logistics Analyst	\$85.90
Junior Technical Specialist	\$40.69
Knowledge Management Analyst	\$92.68
Logistics Analyst	\$96.25
Policy Analyst	\$146.25
Program Analyst	\$97.97
Project Manager	\$143.28
Quality Assurance Coordinator	\$114.71
Research Analyst	\$50.15
Senior Consultant	\$125.93
Senior Cost Analyst	\$146.57
Senior Functional Analyst	\$72.28
Senior Program Analyst	\$120.02
Senior Technical Document Specialist	\$47.63
Sr. Operations Research Analyst	\$174.21
Sr. Policy Analyst	\$160.06
Strategic Planner	\$277.12
Subject Matter Expert	\$145.16
Technical Writer	\$97.75
Training Instructor	\$53.04
Web Content Specialist	\$83.08

Labor Category Descriptions

Acquisition Consultant 2

Functional Responsibility: The Acquisition Consultant 2 is a recognized expert in areas tasked. Provides expert, independent services and research on an as-required basis. Ensures a proper definition of the issues and assists in developing and monitoring life-cycle acquisition activities and business/project plan to ensure success through coordinated contacts with the client. Provides subject matter expertise, executive guidance, and technical direction and implementation planning in support of client business initiatives such as: major acquisitions; contracting; procurement; financial data; compliance issues; regulatory affairs; review and improvement of agency planning and budgetary processes; grant management processes; application modeling; and strategic and tactical enterprise support. Possesses experience in business process facilitation, reengineering, training, methodology development, best practice modeling, and organizational development through information systems.

Minimum Education: Bachelor's

Minimum Experience: 6 years

Acquisition Consultant 4

Functional Responsibility: The Acquisition Consultant 4 provides expertise or guidance to an Information Technology (IT) project in subject matter area of specialized knowledge. Specialized knowledge is not limited to acquisitions, grants, budgetary, and federal regulations and may include knowledge of areas supported by acquisitions and grants management. Expertise may be called out, without limitation, in product selection, acquisition planning, system design, grants and financial management, security, and other operational and analytical disciplines to include reliability, maintainability, and life cycle cost management. Expertise may also include specialized knowledge of client operations, policy, and regulatory matters, professions such as accounting, billing, and Human Resources Management (HRM). May advise on or provide input to narrowly focused studies concerning IT and topics relating to IT projects affecting regulations and policies.

Minimum Education: Bachelor's

Minimum Experience: 10 years

Budget Analyst

Functional Responsibility: The Budget Analyst has experience in accounting, budgeting, reporting, and financial management principles, practices, and requirements. Provides technical interpretation of financial management policy and accounting and reporting regulations. Assists in development of system requirements and modifications. Performs technical analyses and recommends resolution to problems. Evaluates financial management processes and develops recommendations for improving systems/procedures.

Minimum Education: Bachelor's

Minimum Experience: 8 years

Business Analyst

Functional Responsibility: The Business Analyst supports the completion of project specific tasks within established time constraints under the direct supervision of more senior personnel. Assimilates, integrates, and interfaces technical knowledge with business/systems requirements. Supports presentations and client meetings.

Minimum Education: High School

Minimum Experience: 3 years

Consultant

Functional Responsibility: The Consultant provides analysis of issues and advises supervisor or manager on possible resolution. Assists functional area experts on matters in the acquisition planning stages. Supports documentation development for acquisition planning and project management from mission analysis and requirements generation through design, development, production, and deployment. Plans, prepares, tracks and maintains acquisition lifecycle documentation. Supports development of acquisition milestone documentation.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Contract/Procurement Analyst 1

Functional Responsibility: The Contract/Procurement Analyst 1 performs various contract and procurement responsibilities, which may include most all functions from cradle to grave. Functions may include acquisition planning, Request for Proposal (RFP) / Invitation for Bid (IFB) preparation, market research/analysis, selection and administration of Terms & Conditions (T&Cs), cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial, and General Services Administration (GSA) Federal Supply Schedule (FSS) contracting. Individuals will possess working knowledge of the Federal Acquisition Regulation (FAR) and agency supplements.

Minimum Education: Bachelor's

Minimum Experience: 2 years

Contract/Procurement Analyst 2

Functional Responsibility: The Contract/Procurement Analyst 2 performs various contract and procurement responsibilities, which may include most all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial, and GSA FSS contracting. Individuals will possess working knowledge of the FAR and agency supplements.

Minimum Education: Bachelor's

Minimum Experience: 4 years

Executive Coach/Consultant

Functional Responsibility: The Executive Coach/Consultant consults to the highest levels of leadership and management in public or private sector organizations, to include conflict resolution, to identify and articulate differences of opinion and common ground, and find a balance among competing priorities. Conducts interventions in complex executive group interactions and cross organizational issue-focused meetings and conferences. Leads and manages multi- phased organizational change, planning, and development projects.

Minimum Education: Master's

Minimum Experience: 20 years

Facilitator

Functional Responsibility: The Facilitator develops and implements the approach that is deemed most appropriate and effective in fostering a resolution between all individuals involved. Leads or facilitates group briefings and discussions, enabling focused decision-making; recording discussion content and related facilitation support services; debriefing stakeholders; preparing and providing draft and final reports relating to the facilitated issues; and defining, refining, and resolving disputes, disagreements, and divergent views.

Minimum Education: Master's

Minimum Experience: 15 years

Functional Analyst

Functional Responsibility: The Functional Analyst supports assignments assisting organizations to maximize their efficiency and effectiveness. Supports data collection, analysis, and experiment report development and preparation. Supports data visualization using statistical software, spreadsheet, and graphic presentation software.

Minimum Education: Bachelor's

Minimum Experience: 3 years

Grants Management Specialist 1

Functional Responsibility: The Grants Management Specialist 1 manages award and/or obligate funds for grants, cooperative agreements, and other related instruments and services such as discretionary and mandatory grants using financial, administrative, business, and negotiation procedures. Performs competitive or non-competitive evaluation of grants proposals and/or the administration or termination, and/or closeout of grants, and/or grants assistance and agreement awards.

Minimum Education: Bachelor's

Minimum Experience: 2 years

Grants Management Specialist 2

Functional Responsibility: The Grants Management Specialist 2 supports updates of grant policies and procedures by leveraging the in-depth understanding of the full grants lifecycle from solicitation and evaluation of applications to closeout and audit. Develops the Scope of Work (SOW) for a potential technical assistance, feasibility study, or training, and prepares the budget that itemizes the anticipated cost of performance of that SOW.

Minimum Education: Bachelor's

Minimum Experience: 6 years

Junior Cost Analyst

Functional Responsibility: The Junior Cost Analyst provides technical inputs to quantitative analysis tasks. Has knowledge of the cost estimating environment including industry and particularly government cost analysis organizations, data sources, and cost data utilization. Provides quantitative analysis support by applying theories, principles, and practices of cost analysis to develop cost estimates and to evaluate techniques used in generating program cost estimates.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Junior Logistics Analyst

Functional Responsibility: The Junior Logistics Analyst supports life cycle support analyses. Ensures requirements and implementation strategies comply with logistics directives and supportability parameters. Evaluates deliverables for technical adequacy. Supports development of logistics acquisition milestone requirements.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Junior Technical Specialist

Functional Responsibility: The Junior Technical Specialist serves as Executive Assistant to the Executive Coach off site and in the office. Reviews all documentation for accuracy. Creates and produces power point presentations, specialized workbooks, and all support materials.

Minimum Education: Bachelor's

Minimum Experience: 1 year

Knowledge Management Analyst

Functional Responsibility: The Knowledge Management Analyst assesses the knowledge management needs of the client through knowledge audits or similar processes; designs and oversees expansion of website and knowledge sharing/collaboration infrastructure; and develops, monitors, and evaluates plans for Knowledge Management services and activities.

Minimum Education: Bachelor's

Minimum Experience: 8 years

Logistics Analyst

Functional Responsibility: The Logistics Analyst provides life cycle support analyses. Performs Integrated Logistics Support (ILS) activities. Plans, schedules, coordinates, and estimates complex tasks associated with products or services, e.g., design, development, acquisition, and maintenance required to ensure that systems and equipment achieve the required readiness and sustainability posture at an affordable life cycle cost. Develops/ensures requirements and implementation strategies comply with logistics directives and supportability parameters. Performs and coordinates detailed analysis to ensure integration support considerations into the planning and/or design process. Evaluates deliverables for technical adequacy. Supports development of logistics acquisition milestone requirements.

Minimum Education: Bachelor's

Minimum Experience: 7 years

Policy Analyst

Functional Responsibility: The Policy Analyst provides overarching contract Quality Control (QC) support, technical writing expertise, and programmatic support to include assisting with the development of policies, Standard Operating Procedures (SOPs), and other documentation. Identifies and reviews external/internal policy changes as well as best practices and translates them into tactical-level recommendations.

Minimum Education: Bachelor's

Minimum Experience: 10 years

Program Analyst

Functional Responsibility: The Program Analyst contributes to the evaluation, analysis, and development of recommended solutions. Areas of expertise may include: business process reengineering; performance management; statistical process control; individual and organizational assessment and evaluation; process modeling and simulation; strategic and business planning; change management; and organizational development.

Minimum Education: Bachelor's

Minimum Experience: 3 years

Project Manager

Functional Responsibility: The Project Manager (PM) provides guidance and direction for specific projects. Capability to manage multiple projects of moderate to extreme complexity. Oversees the execution of single or multiple Task Orders (TOs). Responsible for staffing, project planning, production, quality, project financials, and staff direction and oversight, and providing deliverables under the TO. Manages the client interface at the Contracting Officer Representative (COR) level.

Minimum Education: Bachelor's

Minimum Experience: 8 years

Quality Assurance Coordinator

Functional Responsibility: The Quality Assurance (QA) Coordinator performs QA including maintaining quality records, performing quality audits, and maintaining QA standards to meet evolving industry and government quality requirements. Responsible for all activities involving QA and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Performs a variety of tasks. Conducts audit and/or quality reviews of Government Acquisitions. Audits specific contracts to ensure acquisition files comply with the FAR and enterprise policy requirements.

Minimum Education: Bachelor's

Minimum Experience: 6 years

Research Analyst

Functional Responsibility: The Research Analyst applies knowledge and experience to obtain, integrate, and report data. Supports research, data gathering, and technical reviews. Produces written deliverables to include reports, spreadsheets, databases, formal process mapping, technical design, system testing and implementation activities.

Minimum Education: High School

Minimum Experience: 3 years

Senior Consultant

Functional Responsibility: The Senior Consultant provides analysis of complex issues and advises supervisor or manager on possible resolution. Develops and conducts complex qualitative and quantitative studies, research, and analysis to evaluate, integrate, or improve program/project productivity. Identifies and develops methods, plans, and documentation to streamline operating procedures, reports, and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost effective manner.

Minimum Education: Bachelor's

Minimum Experience: 7 years

Senior Cost Analyst

Functional Responsibility: The Senior Cost Analyst provides authoritative technical inputs to quantitative analysis tasks. Has knowledge of the cost estimating environment including industry and particularly government cost analysis organizations, data sources, and cost data utilization. Provides cost estimating and analysis support in areas such as existing pricing and rate structures. Understands activities which occur during the total acquisition life cycle, and conducts analytical studies involving complex technical parameters, logistics requirements, schedules constraints, and similar cost-influencing factors. Evaluates acquisition budget and financial systems, procurement specifications, and contractual obligations to the extent they affect cost.

Minimum Education: Bachelor's

Minimum Experience: 12 years

Senior Functional Analyst

Functional Responsibility: The Senior Functional Analyst develops and/or revises methods and models and conducts analysis to determine effectiveness of operations, the application of capabilities and to identify, develop, gauge or investigate operational concepts and progress. Oversees data collection and analysis. Analyzes and visualizes data using statistical software, spreadsheet and graphic presentation software, and develop customized tools. Aids customer with executing decision analysis processes to prioritize events and develop reports.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Senior Program Analyst

Functional Responsibility: The Senior Program Analyst develops and/or revises methods and models and conducts analysis to determine effectiveness of operations, the application of capabilities and to identify, develop, gauge, or investigate operational concepts and progress. Oversees data collection, analysis, and experiment report development and preparation. Manages, analyzes, and visualizes data using statistical software, spreadsheet, and graphic presentation software, and develop customized tools. Aids customer with executing decision analysis processes to prioritize events and develop reports.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Senior Technical Document Specialist

Functional Responsibility: The Senior Technical Document Specialist supports the development and maintenance of effective information management plans, processes, and systems. Organizes, maintains, tracks, and files documentation in electronic and hard copy formats. Maintains document version control and configuration management. Evaluates documentation, specifications, reports, and presentations. Outlines and develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes.

Minimum Education: High School

Minimum Experience: 3 years

Sr. Operations Research Analyst

Functional Responsibility: The Sr. Operations Research Analyst reviews and assesses operational performance of investments such as performance goals and measures, operational priorities, user satisfaction, and risk assessment and mitigation. Develops priorities and allocation of resources in a manner that makes communication with stakeholders more efficient and effective; tracks the contribution provided to achieving agency mission and program goals; and demonstrates the effectiveness of communication efforts to internal and external stakeholders.

Minimum Education: Master's

Minimum Experience: 12 years

Sr. Policy Analyst

Functional Responsibility: The Sr. Policy Analyst provides subject matter expertise to ensure compliance with current federal statutory and regulatory requirements. Reviews references and provides recommendations for consideration of potential changes to policy, guidelines, directives, instructions, regulations, processes, and procedures required in support of the organization mission. Revises existing policy documents and, when directed, establishes new policy documents, within the context of the existing organizational policy framework and policy development process.

Minimum Education: Master's

Minimum Experience: 10 years

Strategic Planner

Functional Responsibility: The Strategic Planner provides expert knowledge and applications in organization development, organization design, group dynamics, leadership/executive development, and strategic/business planning. Assists by conducting facilitated workshops, interviews, or meetings with stakeholders to assist with aligning goals, objectives, strategies, business functions, processes, and/or information requirements with organization's strategic objectives.

Minimum Education: Master's

Minimum Experience: 20 years

Subject Matter Expert

Functional Responsibility: The Subject Matter Expert (SME) possesses requisite knowledge and provides customized business-focused objective advice, expertise, and specialist skills to create value and improve business strategy, internal processes, and program/project performance. Supports development of business plans, policies, and procedural documentation and other deliverables in support of executing decisions. Assists with devising and implementing performance measures and related processes and systems. Oversees process and productivity improvement, systems alignment, organizational assessments, and program audits and evaluations. Crafts and enforces QC programs.

Minimum Education: Master's

Minimum Experience: 6 years

Technical Writer

Functional Responsibility: The Technical Writer provides technical writing and editing support to include: support to the production of written correspondence, exhibits, and media products for consideration for publication or release. Works closely with SMEs, Data Analysts, and Research Analysts to compose and finalize technical dissertations and scientific support documents developed in concert with the requirements of client directed business reengineering task or scientific survey. Writes a variety of technical articles, reports, brochures, and manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices, and procedures within a particular field.

Minimum Education: Bachelor's

Minimum Experience: 4 years

Training Instructor

Functional Responsibility: The Training Instructor supports the program management teams in defining and developing cost effective, efficient training products. Interfaces with vendors, sponsors, and stakeholders, and facilitates the training and analysis process as per the established requirements and direction. Supports the completion of project specific tasks within estimated time frames.

Minimum Education: High School

Minimum Experience: 3 years

Web Content Specialist

Functional Responsibility: The Web Content Specialist develops strategies to provide the maximum use of the digital media. Performs website design and maintenance services. Works with or subs for PMs, SMEs, Web Design Specialists, Technical Writers, and others to integrate content/media resources in conformance with security requirements to achieve coherency and to maximize presentation impact in an effective manner.

Minimum Education: Bachelor's

Minimum Experience: 4 years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Associate's

Bachelor's

Master's

PhD

Experience

2 years relevant experience

Associate's degree + 2 years relevant experience or 4 years relevant experience

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience

Service Contract Labor Standards Act

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Ordering Information & GSA Advantage!

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For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at **[GSA.gov](http://www.gsa.gov)**.

