ims

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

MULTIPLE AWARD SCHEDULE

Special Item Number (SIN) 54151S - Information Technology Professional Services Special Item Number (SIN) OLM – Order Level Materials		
Large Category	**Subcategory**	**PSC**
Information Technology	IT Services	D399

FSC Group: MAS
Contract Number: GS-35F-0448W
Period Covered by Contract: May 25, 2010 through May 24, 2025
Price list current through Modification PS-0042, September 13, 2023

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Information Management Services, Inc.
3901 Calverton Boulevard, Suite 200
Calverton, Maryland 20705
Phone: 301-680-9770 **Fax:** 301-680-8304
Contract Administrator: Andrew Lake, lakea@imsweb.com

Business Size: Large Business

Website: http://imsweb.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing,and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

GSA Advantage!

1a. Table of awarded special item number(s):

Large Category	Subcategory	SIN	SIN Title
Information Technology	IT Services	54151S	Information Technology Professional Services
	Miscellaneous	OLM	Order Level Materials

1b. Lowest priced model: N/A

1c. Hourly rates & labor categories - see ATTACHMENT 1

2. Maximum order:

Large Category	Subcategory	SIN	SIN Title	Maximum Order Threshold (MOT)
Information Technology	IT Services	54151S	Information Technology Professional Services	$500,000
	Miscellaneous	OLM	Order Level Materials	$100,000

3. Minimum order: $3000.00

4. Geographic coverage (delivery area):

The geographic coverage area for this contract will be domestic delivery only.

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

5. Point(s) of production:

Services under this contract are provided at contractor sites.

Location	Address
Corporate Office	3901 Calverton Boulevard, Suite 200, Calverton, Maryland 20705
Contracting Office	1455 Research Boulevard, Suite 315, Rockville, Maryland 20850

6. Discount from list prices or statement of net price:

Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts:

Higher discounts for GSA large volume clients or existing preferred client who moved to GSA Schedule from Cost Plus Fixed Fee. Each GSA RFQ will be evaluated based on the period of performance, the anticipated level of effort, and the labor mix to determine the level of discount to be provided.

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.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

Credit cards **will** be accepted for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

Credit cards **will not** be acceptable for payment above the micro-purchase threshold. Bank account information for wire transfer payments will be shown on the invoice.

10. Foreign items: None

11a. Time of delivery:

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
54151S - Information Technology	As Negotiated
OLM – Order Level Materials	As Negotiated

11b. Expedited delivery: Contact the IMS Contract Administrator (see cover page).

11c. Overnight and 2-day delivery: Contact the IMS Contract Administrator (see cover page).

11d. Urgent requirements:

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B point(s): Destination

13a. Ordering address(es):

The following telephone number(s) and e-mail can be used by ordering agencies to obtain technical and/or ordering assistance:

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ORDERING CONTACT INFORMATION:

Andrew J. Lake
Information Management Services, Inc.
3901 Calverton Boulevard, Suite 200
Calverton, MD 20705
Ph: 301-680-9770
Fax: 301-680-8304
Email: gsa@imsweb.com or lake@imsweb.com

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13b. Ordering procedures:

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. Payment address(es):

The telephone number(s) and e-mail listed below can be used by ordering agencies regarding payment information. Remittance by check should be delivered to:

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Information Management Services, Inc.
Attn: Andrew J. Lake
3901 Calverton Boulevard, Suite 200
Calverton, MD 20705
Ph: 301-680-9770
Fax: 301-680-8304
Email: gsa@imsweb.com or lakea@imsweb.com

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Payments may also be submitted via electronic funds transfer (EFT) to Atlantic Union Bank, ABA or Routing Number – 051403164, Account Number 2943348, Beneficiary Information Management Services, Inc. TIN 52-1009727.

15. Warranty provision:

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

16. Export packaging charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance:

The rates included in this contract do not include credit card processing fees for orders above the micro purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable):

Location	**Address/Phone Number**
Corporate Office	3901 Calverton Boulevard, Suite 200, Calverton, Maryland 20705 (301) 680-9770
Contracting Office	1455 Research Boulevard, Suite 315, Rockville, Maryland 20850 (301) 984-3445

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes: N/A

24b. Section 508 compliance information on Electronic and Information Technology (EIT):

IMS follows the U.S section 508 standards and the Web Content Accessibility Guidelines 2.0 (WCAG) and is skilled in ensuring all web content is Section 508 compliant. All applications are reviewed annually to ensure that standards are being met and maintained. Section 508 compliance information is available on Electonic and Information technology (EIT) supplies and services.

25. Unique Entity Identifier (UEI) number: LGGFBF8YVA71

26. Notification regarding registration in System for Award Management (SAM) database:

IMS is registered and information is current in the SAM database.

ATTACHMENT 1

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Program Manager	Ten years of experience with three of these years' experience in a management position for medium to large-sized projects. BA/BS degree in computer science, information systems, mathematics, biological sciences or related field, or an equivalent combination of education and experience. An MS degree is equivalent to one year of experience. A PhD degree is equivalent to two years of experience. A degree is not required with twelve years of general experience if four of the years are in management.	Bachelors	• Manages large, complex projects or groups of projects. • Formulates and implements work standards across the program. • Communicates policies, purposes, and goals of the client to program staff. • Assigns and supervises personnel across the program. • Determines personnel training requirements and ensures their implementation across the program. • Determines project schedules and insures timely implementation of technical solutions. • Reviews program discrepancies and takes corrective action to resolve the discrepancies.	$242.32
Project Manager	Eight years of experience with three of these years' experience in a management position for small to medium sized projects. BA/BS degree in computer science, information systems, mathematics, biological sciences or related field, or an equivalent combination of education and experience. An MS degree is equivalent to one year of experience. A Ph.D. degree is equivalent to two years of experience. A degree is not required with eight years of general experience if four of the years are in management.	Bachelors	• Manages large, complex tasks or groups of tasks. • Formulates and implements work standards. • Communicates with the client on project status and tracks budget items. • Communicates policies, purposes, and goals of the client to project staff. • Assigns and supervises personnel. • Determines personnel training requirements and ensures their implementation. • Determines task schedules and insures timely implementation of technical solutions. • Reviews work discrepancies and takes corrective action to resolve the discrepancies.	$177.84

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Programmer	Minimum of 2 years of experience. A combination of education and experience may be substituted for a bachelors degree. One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience. Certification related to the technology is equivalent to one year of the experience or education requirement.	Bachelors	• Translates design requirements into computer code, following documented programming standards for basic programming tasks. • Tests, debugs, and refines the computer software to produce the required product. • Prepares required program-level documentation. • Participates in the impact assessment of requested changes to implemented software.	$90.48
Senior Programmer	Same as programmer, plus one year of experience. A MS degree in a related field is equivalent to one year of experience.	Bachelors	• Translates specific requirements from supervisor and limited user requirements into computer code on small-sized projects. • Prepares both program-level and some system-level documentation.	$90.48
Programmer/Analyst	Same as Programmer/Sr Programmer, plus one year of programming experience that includes software development. An MS degree in a related field is equivalent to one year of experience.	Bachelors	In addition to Programmer/Senior Programmer duties: • Defines user requirements on small to medium sized projects. • Analyzes requirements and defines system design specifications. • Checks own work on all but the most complex tasks.	$101.92
Senior Programmer/Analyst	Same as Programmer/Analyst, plus two years of programming experience that includes software development. An MS degree in a related field is equivalent to one year of experience.	Bachelors	In addition to Programmer/Senior Programmer duties): • Defines user requirements on small to medium sized projects. • Analyzes requirements and defines system design specifications. • Checks own work on all but the most complex tasks.	$101.92

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Systems Analyst	Same as Senior Programmer-Analyst, plus two additional years of programming experience. An MS degree in a related field is equivalent to one year of experience.	Bachelors	In addition to Sr. Programmer/Analyst duties: • Defines user requirements on medium to large sized projects. • Provides technical direction and supervision for personnel performing programming tasks. • Reviews work products for accuracy. • Ensures adherence to the design concept, and to user requirements and technical standards. • Ensures progress is on schedule.	$140.40
Sr Systems Analyst	Same as Systems Analyst, plus two additional years of programming experience. An MS degree in a related field is equivalent to one year of experience.	Bachelors	In addition to Sr. Programmer/Analyst duties: • Defines user requirements on medium to large sized projects. • Provides technical direction and supervision for personnel performing programming tasks. • Reviews work products for accuracy. • Ensures adherence to the design concept, and to user requirements and technical standards. • Ensures progress is on schedule.	$140.40

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Network Administrator	Minimum of 2 years of experience. A combination of education and experience may be substituted for a bachelors degree. One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience. Certification related to the technology is equivalent to one year of the experience or education requirement.	Bachelors	• Maintains system software (e.g. operating system, installation of SAS, system utilities, and e-mail) on desktop PCs, laptop computers, and the network components. • Performs routine network and Linux maintenance. • Provides daily user support for software and hardware issues. • Assists in selection of vendors from which to purchase computer parts, software, and equipment. • Prepares documentation for infrastructure components, including installation and change control. • Administers backup/recovery and disaster recovery. • Archives data.	$90.48
Senior Network Administrator	Same as Network Administrator, plus three additional years of LAN network administration experience. An MS degree is equivalent to one year of experience.	Bachelors	In addition to Network Administrator duties: • Maintains complex system software (e.g. operating system, installation of SAS, system utilities, and email) on desktop PCs, laptop computers, and the network components. • Evaluates and selects vendors from which to purchase high level system computer parts, software, and equipment. • Configures and administers security including assigning or removing access to data. • Provides configuration management.	$101.92
Network Engineer	Same as Senior Network Administrator, plus five additional years of network administration experience. An MS degree is equivalent to one year of experience.	Bachelors	• Defines network requirements on medium to large-sized networks. • Sets policy and requirements for security including computer center physical and operational environments.	$140.40

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Statistician/Analyst	Minimum of 2 years' experience. MS or Ph.D. in biostatistics, statistics, applied mathematics or related field or an equivalent combination of education and experience. A combination of education and experience can be substituted for the MS degree. One year of experience is the equivalent of one year of education. One year of education is the equivalent of one year of experience.	Masters	• Designs and implements computer software to implement statistical models and generate statistical analyses. • Develops statistical methods and data analysis procedures to analyze observational studies, intervention trials, and laboratory studies. Utilizes these methods and procedures to implement computer software. • Consults and actively collaborates on all phases of investigations, from initial feasibility assessments to study design. Also conducts statistical analysis, interpretation, and publication of results. • Assesses and evaluates research requirements and research strategies to accomplish specific research areas. • Works with population-based data sources to model trends in incidence, mortality, and survival. Also, relates those trends to changes in risk factors and control practices in the population.	$165.36
Administrative Specialist	Minimum of two years' experience. A combination of education and experience may be substituted for a bachelor's degree. College education years can be substituted for experience.	Bachelors	• Analyzes and documents user requirements. • Translates user requirements into specifications for programming staff. • Writes user-friendly training guides, online help systems, and training materials. • Provides technical support and training for users specific to an area of IT related expertise. • Reviews, codes, and edits clinical information. • Reviews data for accuracy. Coordinates communication among site monitors and study sponsor. • Assists with clinical site management for items such as accrual, adverse event reporting, and FDA submissions.	$64.48

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Senior Administrative Analyst	Three years of experience. BS degree in subject matter (i.e. biomedical sciences, website development, writing, etc.) related to IT requirement or an equivalent. A combination of education and experience may be substituted for a bachelors degree. An MS degree in a related field will be considered equivalent to one year of experience.	Bachelors	• Manages data review and quality assurance on small to medium-sized projects. • Supervises IT professionals and administrative staff for small- to medium-sized projects. • Assists in the development of protocols and case report forms for clinical research studies.	$95.68
Senior Administrative Manager	Six years of experience. BS degree in subject matter (i.e. biomedical sciences, website development, writing, etc.) related to IT requirement or an equivalent combination of education and experience. An MS degree in a related field will be considered equivalent to one year of experience.	Bachelors	In addition to Senior Administrative Analyst duties: • Manages data review and quality assurance on medium to large-sized projects. • Manages IT professionals and administrative staff for medium to large-sized projects. • Manages data review and quality assurance on medium to large-sized projects. • Develops protocols and case report forms for clinical research studies. • Provides quality assurance review and verification on all regulated studies.	$114.41

Labor Category	Minimum Years of Experience	Minimum Education	Duties	GSA Rates
Admin Associate	BS/BA in related subject for Systems support/Business Analysts/Technical Writers/Other skills required. A combination of education and experience may be substituted for a BS degree. Two years of college education with knowledge of computers and word processing software or an equivalent combination of education and experience for administrative support.	Bachelors	Duties for Systems Support/Business Analysts/Technical Writers/Other: • Assists in the preparation of presentation graphics. • Implements websites using tools such as html, Plone, etc. • Analyzes and documents user requirements. • Translates user requirements into specifications for programming staff. • Performs and verifies data entry. • Analyzes and tests custom software systems. • Writes user-friendly training guides, online help systems, and training materials. • provides technical support and training for users. • writes and executes test plans. Duties for Administrative Support: • Prepares documents for presentations and publications. • Prepares research materials using desktop publishing software. • Supports Project Manager by maintaining personnel, training, and other contract files. • Supports the development of contract deliverables. • Coordinates meetings and conferences both in-house and at remote locations. • Prepares correspondence.	$64.48
Senior Administrative Associate	Four years of relevant experience. BS/BA degree. A combination of education and experience may be substituted for a bachelors degree.	Bachelors	In addition to Administrative Associate duties: • Supervises administrative staff on small- to medium-sized projects. • performs administrative associate tasks on medium- to large-sized projects.	$97.76