

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Terms and Conditions

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 30, 2030

Price list current through Modification P0-0044 May 25, 2025

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Information Management Services, Inc.**

3901 Calverton Boulevard, Suite 200

Calverton, Maryland 20705

**Phone:** 301-680-9770

**Contract Administrator:** Andrew Lake, [lakea@imsweb.com](mailto:lakea@imsweb.com)

**Business Size:** Large Business

**Website:** <http://imsweb.com>

---

<b>CUSTOMER INFORMATION</b>
-----------------------------

**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

**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.

<b>Location</b>	<b>Address</b>
Corporate Office	3901 Calverton Boulevard, Suite 200, Calverton, Maryland 20705

**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:

**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](mailto:gsa@imsweb.com) or [lake@imsweb.com](mailto:lake@imsweb.com)**

**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:

**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](mailto:gsa@imsweb.com) or [lakea@imsweb.com](mailto:lakea@imsweb.com)**

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):**

<b>Location</b>	<b>Address/Phone Number</b>
Corporate Office	3901 Calverton Boulevard, Suite 200, Calverton, Maryland 20705 (301) 680-9770

**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 Electronic 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.