

IMSOLUTIONS NEWSLETTER

October 1, 2017

Executive Corner

When my husband and I decided to embark on this journey, we had no idea what we were in for as a family. We've experienced many highs and lows that are far beyond what words can capture, and it feels so short and long at the same time. As IMSolutions approaches our 15th year in business, we know that our continued longevity and success is hinged upon the shoulders of the many great individuals who have been invaluable in molding and shaping us along the way. As we look towards next 15 years, our vision is:

IMSolutions will continue to grow by implementing strategies that enable us to compete in the open market, while maintaining our culture.

We are strongly committed to achieving this vision because we want to be a catalyst for your personal growth. We want to deepen your team's capabilities and strengths with technology and resources that allow you to work smarter, not harder. We want to continue to mature as an organization so that we can provide innovative thought leadership in the areas of program management and acquisition through refined products and services. Additionally, we want to continue to provide job opportunities, community resources, and create an expanded network of passionate people who also want to make a positive impact in this space.

As we grow, it is very important that we don't forget the spirit from which we were started; that is in the DNA of our company - our "culture." My husband envisioned creating a company that represented opportunity, equality, equitability, and second chances. It is so important that with each success we continue to exhibit the values that allowed them to be achievable.

Over the next several months you will see investments and initiatives, such as YouEarnedIt, to bring us closer to our goals. The management team of IMSolutions is fully committed to our success. It is just as important to me that you are as well. We will need your help because our success is collective and inclusive. Please ask the team the hard questions so that you understand what your investment of time and commitment will result in, and how it can be best utilized.

I couldn't be more excited to continue to build a world-class organization with each and every one of you.

Happy Birthday IMSolutions!



IMSolutions participated in the 2017 MS Walk in Manassas

"We Need a Title for our Newsletter and we are asking for your help."

Earn 250 YouEarnedIt points by submitting a name for the newsletter. Submit ideas to Ed Marot-ske at emarot-

IMSolutions Birthdays

Micah Wells - 30 September

Antonio Wadley - 1 October

Marc Antelman - 30 November

Did You Know ???

Doreatha Major is now supporting USAID as a Technical Specialist

Anthony Trowell and Pam Anglin recently completed DAU Course, Acquisition 101

Marc Antelman recently completed DAU Course, BCF 106

IMSolutions is doing work around the United States to include:

**Dumfries VA
Washington DC
Rockville MD**

**Norfolk VA
Camp Pendleton CA
Seattle WA**

HUMAN RESOURCES: HERE FOR YOU

By Yolanda Dockery

As the HR/Finance Director, I would like to welcome you all to our 1st Monthly Newsletter!!!! One of my personal goals is to focus on recognition of human capital because it is the resource that drives organizational success! We are going to keep you updated on our latest news and promote HR-related services and information that you need to know. Is your health insurance changing? Are there updates about retirement requirements? Where can you go for HR help? These are questions that we can answer for you.

Feedback! We want to hear from you! This newsletter is also meant to be means of a two-way communication. I would like to hear your opinions on the different topics that will be discussed!

Here's the first one.....During the months of November and December, IMSolutions' participates in giving back to local charities during the Holidays. We would like to hear your opinions and thoughts on this. If you have or know of a local charity, please let us know. You can send your information to ydockery@imsolutionsllc.com and we will look over all the wonderful ideas and choose an organization that we all can be a part of.

The holidays are quickly approaching and The Wells Family would like to show each employee their appreciation for all the hard work and dedication you have shown to IMSolutions. Therefore, IMS will be GIVING AWAY TURKEYS!! YES! THAT'S CORRECT!!! All **full-time** employees will receive a 6lb Greenberg Smoked Turkey that feed 12-18 people. We will have 2 shipping dates to choose from to have your turkey delivered to your home for either Thanksgiving or Christmas. The order submission dates are November 10, 2017 and December 14, 2017. I will be reaching out to get dates soon. Please make sure to check your IMSolutions' email often for company news and updates as well as make sure your address is current on ADP.

Lastly, if you have not registered to YouEarnedIt yet, please do so. You are losing money if you have not yet registered. Each individual is given 2500 points a quarter to send recognitions. If you don't use them, you will lose them at the end of the quarter. When others send you recognitions, you can save your points and redeem them for prizes!

IMSolutions Teams with YouEarnedIt

On September 7th 2017, IMSolutions implemented a new Employee Recognition Program called YouEarnedIt. IMSolutions will work with the YouEarnedIt platform to better engage our employees by enabling employees to send real-time recognition, receive meaningful rewards, and provide insightful employee analytics that will build a stronger company culture.

I am sure most IMSolutions employees are familiar with credit cards or rewards cards given out by a plethora of merchants hoping to entice us to shop at their store or use their credit card. YouEarnedIt is really no different with the exception that, in this case, you know that your performance is never going to go unnoticed in the workplace. YouEarnedIt has an online administrative dashboard which is easy to view and gage performance statistics.

How it works is simple! IMSolutions employees can send and receive real-time recognition, tag it with a company's core values, and use the activity feed to keep a pulse on the great things our coworkers and peers are doing across the company. Along with this recognition, employees receive rewards points which can be spent on rewards ranging from hundreds of digital gift cards, thousands of products, custom company experiences or swag, and ways to give back to meaningful causes.

Perhaps the most unique aspects of YouEarnedIt is the peer-to-peer employee recognition capability. Real time recognition in the form of virtual high fives by your peers and colleagues is an effective way of strengthening teamwork – coworkers can award points allowing for immediate and timely feedback which can be particularly motivating.

By now you should have received an email log in to get started with instructions attached outlining IMSolutions' YouEarnedIt program. Each quarter every IMSolutions employee will receive 2500 points to reward co-workers/peers within IMSolutions. Recognition points, in turn, can be saved or redeemed for items in a catalog created just for IMSolutions that can be found on the IMSolutions YouEarnedIt dashboard. Did I mention freebies? Once you log into the program there are several ways to earn extra points. For example, YouEarnedIt has a mobile application that upon downloading to your mobile device gives you an extra 50 recognition points. This also allows each IMSolutions employee to reward others for their hard work, regardless of location, department or title. If you have any questions or have not received your email log in, please reach out to your Program Manager. You can also learn more about the YouEarnedIt program by visiting the YouEarnedIt website at <https://youearnedit.com/product-employee-rewards-program/product-tour/>

IMSolutions: A Night at the Washington Nationals

On September 13th, IMSolutions employees from Northern Virginia, Washington DC and Maryland went to Nationals Park to partake in a game .

IMSolutions employees who support our NOAA, NIHTAC, and USAID contracts had a chance to meet, greet and share with others about the incredible things being done to support these contracts. It wasn't all work and no play as there was a baseball game to watch. For some, the allure of Nationals Park is nothing new, but for others like Doreatha Major and Marc Antleman, this was their first visit to the home of the Nationals and we made sure they knew where everything was as we tried to find our seats .

Although the Nationals ended up losing the game, it didn't dampen the mood of those whom attended as the camaraderie was excellent.

IMSolutions would like to thank all who attended.

Look for more opportunities to participate in company events in upcoming issues of the Newsletter .



Members of IMSolutions take in a Washington Nationals game. The Nats lost, but a great time was had by all

IMSolutions Graphics Department

The Graphic Department is a key component of IMSolutions. The department provides design leadership and graphic support internally and externally including, graphic design, website design, website development, website maintenance, marketing, advertisement, banners, brochures, business cards, posters, signs, and other print design. The work is primarily aimed at maintaining consistent internal and external looks, communication, professionalism in IMSolutions and client projects.

Internal Capabilities include but not limited to:

- Maintains website content.
- Creates business cards and other marketing material.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares final layout by marking and pasting up finished copy and art.
- Contributes to team effort by accomplishing related results as needed.

External Capabilities include but not limited to:

- Create/Provide overall designs to give IMS personnel a standard graphic "look" that can be applied to a number of different print products that can be used to build/maintain public image and/or inform multiple audiences.
- Using the approved designs, the designers can create a series of templates for the following products: a standard PowerPoint presentation, a newsletter, a fact sheet, a brochure, etc.
- Prepares work to be accomplished by gathering information and materials.
- Plans concepts by studying information and materials.
- Obtains approval of concept by submitting rough layout for approval.

For additional information on what the graphics department can do for you contact:
Antonio Wadley: awadley@imsolutionsllc.com or 571-931-1047

IMSOLUTIONS IT SUPPORT

IMSolutions' IT Department is managed by Cornell Wells II. Recently, Cornell oversaw IMSolutions migration over to Office 365. With the initial transition complete, IMSolutions is now able to use and share Microsoft products anywhere. What is so great about Office 365? Office 365 works seamlessly with the programs you already know and use, including Outlook, Word, Excel, OneNote, Publisher and PowerPoint. These tools provide the same great features you rely on as well as powerful capabilities in Office 365. Working on a project document? Office 365 provides the ability to see if others are editing the document you're using, synchronize documents with your desktop, broadcast PowerPoint presentations, and check documents in and out of your online document library. You will never run out of space using Office 365. Each IMSolutions employee has their own personal 1TB One Drive allowing for the saving or backing up of important work files to the cloud; One Drive provides the ability to share documents with anyone for real time edits; and, we can now offer video conferencing and IM through Skype.

What future features will the IT Department be offering for IMSolutions? Microsoft® Office 365 provides web-enabled access to email, important documents, contacts, and your calendar on almost any device. It frees you to work where and when needed, letting you respond to important requests right away, from almost any location. With the ability to access email and documents from your mobile device, you don't need to hurry to the office or look for a WIFI hot spot. And if you're traveling without access to Microsoft Office, Office 365 helps you view and edit documents from the most popular web browsers on PCs and Macintosh computers. Office 365 has various platforms that IMSolutions is currently working towards configuring for use. We are currently in the process of rolling out both Yammer and SharePoint capabilities for all employees.

If you are ever in need of IT support, Cornell Wells is available to assist you over the phone, remotely, or on-sight as needed. You can reach Cornell Wells for any IT support issues via phone at 571-931-1025 or email cwells2@imsolutionsllc.com

IMSolutions Spotlight on: Bob



Renner

Mr. Robert (Bob) Renner serves as an Operations Manager for the Small Business Innovative Research (SBIR) section supporting the Marine Corps System Command (MCSC) Administrative and Operations (Admin/Ops) contract. During the base year of the contract the SBIR office saw the need for an administrative assistant and was able to procure the funds needed to add the billet under an unused CLIN for the first option. Originally hired as an administrative assistant Bob quickly shined by taking on a myriad of tasks to include but not limited to: Preparing SBIR Contract Procurement Packages, Maintain Database of all active SBIR Contracts, maintain Internal Sharepoint and DON SBIR Database to name a few. As Bob continued to impress, the client quickly recognized his value and was able to procure the funds needed to not only secure his services for the current option year but was able gather the necessary funds needed to elevate Mr. Renner to his current position as Ops Manager. This is rarely seen in a Firm Fixed Price (FFP) contract and is solely credited to Bob's work ethic and his steadfast devotion to duty. Thanks for a job well done and keep up the great work!!!!



WHATS GOING ON AT IMSOLUTIONS?

Recent Contract Wins

USAID – Support Services to the Office of Afghanistan and Pakistan Affairs

SSA – Acquisition and Professional Support Services

NITAAC - Program Support Services

Upcoming/Recent IMSolutions Events

YouEarnedIt – September 7th

Washington Nats Baseball Game – September 13th

IMSolutions Pay Days October 7th & 22d, November 7th & 22d

Halloween—Oct 31st

Quarterly Outreach Event – TBD

Turkey Notification to HR—Nov 10th or Dec 14th

Next Company Newsletter—December 1, 2017