



ABOUT US

Founded under the visionary leadership of CEO and President Mrs. Annette Nelson, IMCS LLC is the industry leader in facility management for commercial and federal agencies. Our goal is to dive deep into the requirements and business models of our clients, and provide long-term, practical, and swift solutions specifically tailored to their needs. Our approach is solution-oriented, analytical, and result-driven which sets us apart from other facility management companies. We are proud of our employees and industry partners for exhibiting high levels of proficiency in their trades and make sure we exceed our client expectations

Our core competencies are:

- Administrative, Management & Consulting
- Information Technology Product & Services
- Facility Support Services
- Professional Development & IT Training
- Temporary Staffing

Professional Development and Training Solutions

Our professional development and training team understand the importance of developing workforce and goals that are consistent with the of your organization. Our team of experts works with our clients to design and implement strategic planning outcomes.

- Computer Training
- Educational Support Services
- Instructional/Curriculum/CourseDesign
- Soft Skills Training
- Professional and Management - Development Training
- Diversity and Inclusion Training
- Change Management & Facilitation Support
- Leadership Development

INFORMATION TECHNOLOGY SOLUTIONS

Our Technology Services team provides a full range of IT support services, cyber security services, staff augmentation, advisory services, and administrative support. We identify the best process for your organization in technical resources to evaluate, implement, and integrate the required assistance and solutions

- Graphics Design
- Help Desk Support
- Digital StrategyCommuter Programming Service
- Data Center Development
- Website Development
- Data Management Systems
- Web & Social Media Analytics
- Application Development

ADMINISTRATIVE MANAGEMENT SOLUTIONS

Our Administration management solutions teams focus on researching and routing correspondence, drafting letters, and documents, managing databases, collecting and analyzing information, initiating telecommunications, record and document keeping, scanning and document shredding.

- Program Management
- Temporary Help Services
- Document Preparation
- Records Management
- Program support staffing and training
- Telephone Answering Services
- MeetingLogistics and Support
- Event Planning
- Travel and Reservation Support

CERTIFICATION

- CAGE CODE: 96V27
- DUNS NUMBER: 118350224
- CERTIFIED: SDVOSB | SDB

