



Sigma Information Management Corporation

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**



Sigma Information Management Corporation

8252 Roseland Drive, Fairfax Station, VA 22039 (703) 690-9843 - Phone (703) 690-9834 - FAX
Email: Sigma@erols.com Contract Administrator: Dr. Daryao S Khatri

**FSS SCHEDULE 738X
GSA AUTHORIZED SCHEDULE NO. 47QREA190012
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

Award Dates: September 10, 2019 – September 09, 2024

Special Item No. 595-21 Agency Human-Capitol, Strategy, policy, and
Operational Planning Services

Government Discounts for:

132-51 IT Professional Services

Discounts*:

Standard Discount: 2.5% to 5%

Prompt Payment Discount: 2% 10 days, 1% 20 days Credit

Card Discount: None

Delivery: Negotiated between the ordering office and the contractor

Sigma Information Management Corporation certifies that blending or averaging has not occurred in this offer to the Government.

ECONOMIC PRICE ADJUSTMENT <EPA> (for 132-51)

Per C.27 GSAR 552-216-70 Economic Price Adjustment (EPA), Sigma Information Management Corporation may request a rate adjustment 30 days prior to the end of the 12 months, and every 12-month period thereafter. The EPA will be based on the Department of Labor's Employment Cost Index for Total Compensation; White Collar Professional, Specialty and Technical, with special consideration for the Information Technology industry.

GSA FORM 72A, INDUSTRIAL FUNDING FEE and INTERNET ACCESS ADDRESSES)

Sigma Information Management Corporation acknowledges that it understands and accepts the paragraph C.22 Contractor's Report of Sales and paragraph C.23 Industrial Funding Fee.

Person's Name: Dr. Daryao S. Khatri

Address: 8252 Roseland Drive, Fairfax Station, VA 22039

Telephone Number: (703) 690-9843

Facsimile Number: (703) 690-9834

Email address: sigma@erols.com

Contractor's Establishment Code (DUNS number for this address) for the GSA Form 72A report and the Industrial Funding Fee.: 17-532-3674

Data Universal Number (DUNS) number: 175323674

Notification regarding registration in SAM.gov database: Cage Code: 3KJL1



TRAVEL

Any Contractor travel required in the performance of this contract must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. The Contractor shall not add the 0.75% Industrial Funding Fee onto the travel costs.

PRICE REDUCTION MONITORING

As prescribed in GSAR 538.273(b)(2) which states in part "there shall be no price reduction for sales to Federal agencies" Sigma Information agrees that as long as the International Broadcasting Bureau and U.S. Department of State or any other Federal agency remains Sigma Information Most Favored Customer the price reduction clause will not apply.

Closure

Sigma Information Management Corporation certifies that all data submitted is accurate, current, and complete representations as of <12/31/2019>. Sigma Information Management Corporation understands that 0.75% of sales under the contract constitute the Industrial Funding Fee, which must be set aside for the remittance to GSA on a quarterly basis.

__Dr. Daryao S. Khatri__ __Vice president____12/31/2019 _____

(If you have any questions or require additional information, please feel free to contact me at 703/690-9843 (voice), 703/690-9834 (fax), or sigma@erols.com (e-mail)).

Thank you.

CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1a. Table of Awarded Special Item Number(s):

SIN	SIN DESCRIPTION
595-21	CAREER COUNSELING

1b. Lowest Priced Item: See attached pricelist.

1c. Labor Category Descriptions: See attached Labor category descriptions.

2. Maximum Order: \$1,000,000 for all SINs

3. Minimum Order: \$100

4. Geographical Coverage (delivery area): 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and US Territories.

5. Production Point: Not applicable

6. Statement of Net Prices: Prices are net as listed herein.

7. Quantity/Volume Discount: Not applicable

8. Prompt Payment Terms: 2%-10 DAYS, 1%-20 DAYS

9a. Government Purchase Card Accepted: Up to the micro-purchase threshold.

9b. Government Purchase Card Accepted: Above the micro-purchase threshold.

10. Foreign Items: Not applicable

11a. Time of Delivery: As specified by the agency's task order.

11b. Expedited Delivery: Not applicable

11c. Overnight & 2-day delivery: Not applicable

11d. Urgent Requirements: Not applicable

12. F.O.B. Points: Destination

13a. Ordering Address:

8252 Roseland Drive

Fairfax Station, VA 22039

Email: sigma@erols.com

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA schedule homepage (<http://www.gsa.gov/schedules>.)

14. Payment Address:

8252 Roseland Drive

Fairfax Station, VA 22039

15. Warranty provision: Sigma warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described under this contract.

16. Export Packing Charges: Not applicable

17. Terms and Conditions of Government purchase card acceptance: Sigma accepts the Government purchase card up to and above the micro purchase threshold.

18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable

19. Terms and Conditions of Installation: Not applicable

20. Terms and Conditions of Repair Parts: Not applicable

20a. Terms and Conditions for any other services: Not applicable

21. List of Service and Distribution Points: Not applicable

22. List of Participating Dealers: Not applicable

23. Preventive Maintenance: Not applicable

24a. Environmental Attributes: Not applicable

24b. Section 508 Compliance: Not applicable

25. DUNS Number: 541332521

26. System for Award Management (SAM) Database: Sigma is registered in the SAM database.

GSA PRICELIST

Labor Category	GSA Rate
Career Counseling, Level II	\$110.22
Career Counseling, Level III	\$116.98

LABOR CATEGORY DESCRIPTIONS

CAREER COUNSELOR, Level-II (SIN: 595-21)

Academic Qualifications

Counselors must hold a master's degree in counseling or related field (Bachelor's Degree with appropriate documented experience in counseling could be substituted).

Professional Experience

Counselors must have 10 years' experience with five years in the federal government. All counselors must have extensive experience preparing, conducting, and delivering seminars, workshops, and other career-related presentations. Their experience must include coaching and counseling all levels of employees including executive level personnel. They should have experience marketing career services within an organization. They must be computer-literate enough to work with standard office software, such as MS-Word, Excel, Power Point, Outlook, and other career services related software as determined by the COR.

Professional Certifications

Counselors must have experience facilitating and interpreting a variety of assessment instruments, such as Holland's Self-Directed Search Inventory, Campbell's Interest and Skills Survey, and the Myers-Briggs Type Indicator. *Certification is highly desired.*

Other experiences

Counselors must have demonstrated an ability and willingness to work with a very diverse internationally experienced, highly educated, and sophisticated workforce. They must have demonstrated skills and ability designing and delivering comprehensive career management and development services to federal employees. *A demonstrated expertise coaching and motivating employees at all levels of the organization is highly desired.*

CAREER COUNSELOR, Level-III (SIN: 595-21)

Academic Qualifications

Counselors must hold a master's degree in counseling or related field (Bachelor's Degree with appropriate documented experience in counseling could be substituted).

Professional Experience

Counselors must have 15 years' experience with 10 years in the federal government. All counselors must have extensive experience preparing, conducting, and delivering seminars, workshops, and other career-related presentations. Their experience must include coaching and counseling all levels of employees including executive level personnel. They should have experience marketing career services within an organization. They must be computer-literate enough to work with standard office software, such as MS-Word, Excel, Power Point, Outlook, and other career services related software as determined by the COR.

Professional Certifications

Counselors must have experience facilitating and interpreting a variety of assessment instruments, such as Holland's Self-Directed Search Inventory, Campbell's Interest and Skills Survey, and the Myers-Briggs Type Indicator. *Certification is required.*

Other experiences

Counselors must have demonstrated an ability and willingness to work with a very diverse internationally experienced, highly educated, and sophisticated workforce. They must have demonstrated skills and ability designing and delivering comprehensive career management and development services to federal employees. *A demonstrated expertise coaching and motivating employees at all levels of the organization is highly desired.*



U.S. General Services Administration

Contract Summary Document

**Company Name: SIGMA INFORMATION MANAGEMENT
CORP**

Duns Number : 175323674

Contract Number : 47QREA19D0012

1. Estimated Award Value :\$ 6000000

Base Period :\$ 1500000

Option Period 1 :\$ 1500000

Option Period 2 :\$ 1500000

Option Period 3 :\$ 1500000

2. Solicitation Number : 2FYA-AR-060004-B

3. Contract Period : September 10, 2019 through September 9, 2024

4. Business Size : Small Business

5. Business Types : N/A

6. Sub Contracting Plan Expiration : N/A

7. Items Awarded :

SIN	Description
595 21	595 21-AGENCY HUMAN CAPITAL STRATEGY, POLICY, and OPERATIONAL PLANNING -

Labor Categories :

N/A

8. Escalation Rates :

N/A

9. IFF Statement :

552.238-74 - Industrial Funding Fee and Sales Reporting - refer to contract for current version applicable to offer / award

10. Minimum Order Quantities:

N/A

11. Minimum Order Limit : \$ 100**12. Maximum Order Limit : \$ 0****13. Geographic Coverage :**

SIN	Scope
595 21	W - WorldWide

14. Prompt payment Discounts :

Discount1 : 02.000 % if Payment is made within 10 days

Discount2 : 01.000 % if Payment is made within 20 days

Net 30 days.

Volume Discounts :

N/A

15. MFC(Most Favorable Customer) :

N/A

16. Approved Exceptions :

N/A

17. Terms and Conditions :

Clause	Title
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Terms and Conditions Notes :

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1.Contract ID Code	Page of Pages 1 1
Amendment/Modification No. PO-0001	3. Effective Date: Sep 11, 2019	4. Requisition/Purchase Req. No.	5. Project No. (If Applicable) 738 X
6. Issued By: General Services Administration ONE WORLD TRADE CENTER ONE WORLD TRADE CENTER NEW YORK NY 10007		7. Administered By: (If Other) GSA/FAS/QV0CB 230 S DEARBORN ST CHICAGO IL 60604	
8. Name and Address of Contractor (No. Street, County, State and Zip Code) SIGMA INFORMATION MANAGEMENT CORP 8252 ROSELAND DR FAIRFAX STATION, VA 220392534		9A Amendment of Solicitation No:	
		9B. Dated (See Item 11)	
		X	10A. Modification of Contract/Order No. 47QREA19D0012
			10B. Dated (See Item 13) Sep 10, 2019
Code	Facility Code		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/>	The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers	<input type="checkbox"/>	is extended <input type="checkbox"/> is not extended.
Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods. (a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If required)			
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.			
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b). Type of contract modifications: Unilateral		
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		
	D. OTHER (Specify type of modification and authority):		
E. IMPORTANT: Contractor: is not <input checked="" type="checkbox"/> , is <input type="checkbox"/> required to sign this document and return, ___ copies to the issuing office.			
14. DESCRIPTION OF MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this modification is to assign Contract Number 47QREA19D0012 to Offer 71842, awarded to SIGMA INFORMATION MANAGEMENT CORP, under Schedule 73810 on Sep 10, 2019. No other changes are made here. Last Item.			
15A. NAME AND TITLE OF SIGNER (Type or Print) GSA Initiated Mod		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print)	
15B. CONTRACTOR/OFFEROR Signature Not Required <small>(Signature of person authorized to sign)</small>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA By Signed electronically See above <small>(Signature of Contracting Officer)</small>	16C. DATE SIGNED Sep 11, 2019