

**Information Technology
(Schedule 70)**

**GSA Federal Supply
Service (FSS)
Contract No. GS-35F-0184Y**

Compliance

Risk Management

IT Governance

Assurance



Compliance

Risk Management

IT Governance

Assurance

GENERAL SERVICES ADMINISTRATION (GSA) Federal Supply Service (FSS) Schedule for Information Technology Schedule 70 (IT 70)

**AUTHORIED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE, AND SERVICES**

132-51 Information Technology Professional Services Category Code (S)

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Contract Number: GS-35F-0184Y
Period Covered by Contract: March 6, 2017 – February 8, 2022
Business Size: Women Owned Small Business, SBA 8(A) certified

Contractor: Sigma Technology Partners, LLC
Address: 3200 Briggs Chaney Rd
Silver Spring, MD 20904
Attn: Federal Contracts
Telephone: 202-263-1150
Facsimile: 202-263-1160
E-Mail: gsasales@sigmatechllc.com
Internet: www.sigmatechllc.com
Contract Administration: GSA Sales

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

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.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

All orders placed under this schedule may be directed to the following:

Sigma Technology Partners, LLC
3200 Briggs Chaney road
Silver Spring, MD 20904-4809
Attention: GSA Sales

All payments under this schedule should be forwarded to the following:

Sigma Technology Partners, LLC
Accounts Receivable
3200 Briggs Chaney Rd
Silver Spring, MD 20904

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase

threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (202) 263-1150 Ext 101.

3. LIABILITY FOR INJURY OR DAMAGE

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.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 801741716

Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business -Yes

Block 37: Contractor's Taxpayer Identification Number (TIN): 26-1647511

Block 40: Veteran Owned Small Business (VOSB): N/A

4a. CAGE Code: 4YRB8

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB

DESTINATION

6. DELIVERY SCHEDULE

a. 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)
132-51	As negotiated with ordering activity

b. 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.

Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or

negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____

No _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL) www.sigmatechllc.com The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

TERMS AND CONDITIONS APPLICABLE TO SIN 132-51

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services 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.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR

9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under

Time-and-Materials and Labor-Hour Contracts at FAR 52.2124 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

Sigma Technology Partners, LLC provides broad range of professional services to Government and private sector. As a leading Information Assurance services provider, we provide wide range of IT/IS auditing, FISMA Compliance, SSAE No. 16 attestations, OMB Circular A-123, Internal Controls, Financial and Performance Audits and Attestations, regulatory compliance services, web enabled and business solutions.

The cornerstone of our practice philosophy is the delivery of solution-based, high quality services to our clients. This philosophy includes competence, integrity, objectivity, and exceptional problem solving skills by all professionals assigned to engagements. Sigma Technology has the experience and tools necessary to address the audit, accounting, and financial management challenges of our federal Government clients.

Sigma Technology Partners has developed a comprehensive framework for conducting FISMA Compliance, IT audit, Risk Assessment, Penetration Testing, Certification and Accreditation (C&A), POA&M management, Continuous Monitoring and financial management services for our clients. This framework has been used

successfully in all of our federal, state, and local government engagements.

We bring knowledge and experience in IT governance standards, such as COBIT, ISACA (The Information Systems Audit and Control Association) and NIST. Our CPA's and Certified Information Security Auditors staff has extensive experience with IT controls and security assessment methodologies. Our Risk based audit methodology has been developed in accordance with industry standard and our professionals employ industry best practices and adhere to the strict regulatory standards including Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Sigma Technology's Information Assurance Services and IT Services include:

- FISMA Compliance
- SSAE No.16 (SAS 70) Attestations
- ICOFR – Internal Control Over Financial Reporting
- FISCAM Audits
- OMB Circular A-123 – Managements Responsibility for Internal Control
- Network Vulnerability and Assessment Services
- DoD Information Assurance Certification and Accreditation Process (DIACAP)
- Cyber Security Solutions
- Web and Internet Systems

B. LABOR CATEGORIES

Refer to the Labor Categories section, presented as Appendix A.

C. PRICING

Refer to the Rates section, presented as Appendix B.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Sigma Technology Partners, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and team with small businesses. To identify, qualify, mentor and develop small, small disadvantaged and women owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To facilitate procurement opportunities are designed to permit significant participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work closely with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact at Phone: 202-263-1150, email: gsasales@sigmatechllc.com
Fax: 202-263-1160.

BLANKET PURCHASE AGREEMENT

Best Value Blanket Purchase Agreement
Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;

- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

APPENDIX A: SIGMA TECHNOLOGY PARTNERS' SCHEDULE 70 LABOR CATEGORY DESCRIPTIONS

Sigma Technology's labor categories (in accordance with GSA definitions) are described below:

Sigma Technology IT 70 Labor Categories

Labor Category	Education	Minimum Years of Experience	Functional Responsibilities/General Experience
Program Manager	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	8	<p>Experience includes: Executive level management and direction on clients IT engagements.</p> <p>Project definition and systems analysis, creation of competitive strategies, and Integration of multiple techniques or solutions. Project estimation and resource planning efforts and in resolving project issues, such as technical compatibility, client expectations, and timing.</p> <p>Other experience includes coordinating multiple projects and team, and assisting clients in achieving desired program results.</p>
Senior Project Manager	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	6	<p>Direct supervision of IT software development, integration, maintenance projects, or telecommunications systems.</p> <p>Led projects that involved the successful management of teams composed of data processing and other information management professionals who were involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information or telecommunications systems. Proficient in reviewing IT strategies, infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project's life cycle. Other experience includes day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities.</p>
Project Manager	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	4	<p>Direct supervision of IT software development, integration, maintenance projects, or telecommunications systems.</p> <p>Led projects that involved the successful management of teams composed of data processing and other information management professionals who were involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information or telecommunications systems. Proficient in reviewing IT strategies, infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project's life cycle. Other experience includes day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities.</p>

Sigma Technology IT 70 Labor Categories

Labor Category	Education	Minimum Years of Experience	Functional Responsibilities/General Experience
Systems Engineer	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	5	Experience in Operating Systems, databases and clients and Servers operating systems deployment. Experience in DBMS, LDAP and enterprise systems. Other experience includes management of local resources, administration of project work plans and processes, and core capabilities in information systems design and technical solutions.
Senior Information Technology Specialist	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	10	Experience includes: senior-level management and direction on client engagements. Analyzing user needs to determine functional requirements for hardware or software systems; analyzing network and computer communications hardware and software characteristics, recommending equipment enhancements, removals, software upgrades, and modifications; designing optimized network topologies and site configurations; systems engineering and analysis in broad based settings; determining functional requirements for analysis and definition of business needs; or other related specialization. Other experience includes directing high-level systems engineering, analysis, design, documentation, and implementation and maintenance of very complex applications.
Web Developer	College degree in Computer Science or Information Management System. certifications or experience can substitute for degree	5	A broad range of business solutions and support using the capabilities of the web and Internet; design, develop, test, implement and maintain web sites, portals, web applications and web services and associated hardware, software, network and security components that comprise these solutions. At least five years of experience in CSS, PHP, CMS development, Actionscript, Javascript, PHP, experience in web content delivery on mobile devices and other digital distribution.

Sigma Technology IT 70 Labor Categories

Labor Category	Education	Minimum Years of Experience	Functional Responsibilities/General Experience
IT Manager	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	5	General Experience: Experience typically includes management and direction on client engagements or extensive knowledge of and experience with system development and implementation, development of engagement work plans, deployment of program criterion, and related activities. A Project Manager devises or modifies procedures to solve complex problems, provides guidance and experience on technical solution implementation, engages resources and/or serves as a team leader, performs analyses of client issues, interprets implications of design, and helps to ensure that system and software design meets business needs. Other experience includes implementing business process reengineering, developing financial applications models, orchestrating change management principles, and conducting performance measurements.
Sr. Database Administrator	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	8	Database users administration; Assist in developing purge/archive criteria and procedures for historical application data Monitor and tune memory usage databases; Implement, maintain, and test backup & recovery strategies; Create instances and databases with appropriate initialization parameters and database structures (i.e., datafiles, rollback segments, tablespaces, etc.) Manage physical database resources; Implement and review appropriate security guidelines/mechanisms; Review and monitor system and instance resources to insure continuous database operations (i.e., database storage, memory, CPU, network usage, and I/O contention)

Sigma Technology IT 70 Labor Categories

Labor Category	Education	Minimum Years of Experience	Functional Responsibilities/General Experience
Senior Business Analyst	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	12	Experience includes: senior-level management and direction on client engagements. Experience includes: knowledge of core work-products, project planning, and project budgeting required for large system engagements. Proficiency in project and financial support tools required to manage a large technology project from beginning to end.
Senior Systems Security Specialist	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	8	Experience includes: senior-level management and direction on client engagements. Experience includes defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to multilevel security (MLS) problems. Proficiency in analyzing and defining security requirements for MLS issues; designing, developing, engineering, and implementing solutions to MLS requirements; implementing and developing MLS; and performing risk analyses and assessment. Participation in the strategic design process to translate security and business requirements into processes and systems.
Systems Security Specialist	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	4	Examples of experience include: Design, development, or recommendations of security systems solutions. Providing technical services for the support of integrated security systems solutions. Design, develop, document, implement, and test security processes and Search external sources for leading edge security tools. Conduct audits of information security accounts, summarize data, and manage outcomes. Participate in annual Disaster Recovery planning and testing activities.
Sr. Systems Engineer	Bachelor's degree or equivalent; certifications or experience can substitute for degree	8	Experience providing technical analysis engineering and direction of information system development and testing. Duties include but are not limited to defining requirements, technical guidance and direction, system testing, and appraising and presenting solutions.

Sigma Technology IT 70 Labor Categories

Labor Category	Education	Minimum Years of Experience	Functional Responsibilities/General Experience
Senior Information Assurance Specialist	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	8	Experience includes: senior-level management and direction on client engagements. Experience includes determining enterprise information assurance and security standards; developing and implementing information assurance/security standards and procedures; coordinating, developing, and evaluating security programs; establishing and satisfying information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Proficient in analyzing general information assurance-related technical problems and providing engineering and technical support for resolution. Other experience includes performing vulnerability/risk analysis of computer systems and applications. Experience in FISMA Compliance, NIST's SP800-53 and other publications; Experience in OMB A-123 Appendix A.
Information Assurance Specialist	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	4	Experience includes determining enterprise information assurance and security standards; developing and implementing information assurance/security standards and procedures; coordinating, developing, and evaluating security programs; establishing and satisfying information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Proficient in analyzing general information assurance-related technical problems and providing engineering and technical support for resolution. Experience in FISMA Compliance, NIST's SP800-53 and other publications. Experience in OMB A-123 Appendix A.
Sr. Network Engineer	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	6	Install all new hardware, systems, and software for networks; Install, configure, maintain network services, equipment and devices; Supports administration of servers and server clusters; Manages all system back-up and restore protocol; Plans and supports network and computing infrastructure; Perform troubleshooting analysis of servers, workstations and associated systems; Documents network problems and resolution for future reference; Monitors system performance and implements performance tuning; Manage user accounts, permissions, email, anti-virus, anti-spam; Requires a thorough knowledge of networking essentials; Oversee software and network security; Strong analytical abilities and professional office experience.

Network Engineer	A Bachelor's degree (BS/BA) or higher, certifications or experience can substitute for degree	4	Install all new hardware, systems, and software for networks; Install, configure, maintain network services, equipment and devices; Supports administration of servers and server clusters; Manages all system back-up and restore protocol; Plans and supports network and computing infrastructure; Perform troubleshooting analysis of servers, workstations and associated systems; Documents network problems and resolution for future reference; Monitors system performance and implements performance tuning; Manage user accounts, permissions, email, anti-virus, anti-spam; Requires a thorough knowledge of networking essentials; Oversee software and network security; Strong analytical abilities and professional office experience
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APPENDIX B: SIGMA TECHNOLOGY'S SCHEDULE 70 RATES

Hourly Rates Effective March 6, 2017 – March 5, 2018

SIN 132-51: Information Technology Services

LABOR CATEGORY	HOURLY RATE
Program Manager	\$129.47
Senior Project Manager	\$119.51
Project Manager	\$110.83
Systems Engineer	\$88.66
Senior Information Technology Specialist	\$104.58
Web Developer	\$87.65
IT Manager	\$119.51
Sr. Database Administrator	\$88.66
Senior Business Analyst	\$139.44
Senior Systems Security Specialist	\$98.74
Systems Security Specialist	\$87.65
Sr. Systems Engineer	\$98.74
Senior Information Assurance Specialist	\$97.73
Information Assurance Specialist	\$90.68
Sr. Network Engineer	\$78.59
Network Engineer	\$72.54