



**Sigma Planning Group, Inc.**  
**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is:

[www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Schedule Title: **Facilities Management Consulting**

FSC Group 03FAC FSC Class: Services

Contract number: **GS-21F-0148V**

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

Contract period: **September 17, 2009 through September 16, 2019**

**SIGMA PLANNING GROUP, INC.**

1616 Roanoke Road, Suite 202

P. O. Box 6

email: [CynthiaL@sigmaep.com](mailto:CynthiaL@sigmaep.com)

Daleville, VA 24083

[www.sigmaep.com](http://www.sigmaep.com)

Phone: 540-992-4440

Business size: Woman Owned Small Business

**CUSTOMER INFORMATION:**

1a/1b. SIN 811 006 - Facilities Maintenance and Management Consulting price list

	Year 8	Year 9	Year 10
	9/17/2016	9/17/2017	9/17/2018
Labor Category	to	to	to
	9/16/2017	9/16/2018	9/16/2019
Principal/ program Director	\$144.13	\$147.30	\$150.54
Master Planner / Analyst	\$119.22	\$121.84	\$124.52
Senior Planner / Analyst	\$100.07	\$102.27	\$104.52
Junior Planner / Analyst	\$70.85	\$72.41	\$74.00
Basic Planner / Analyst	\$56.34	\$57.58	\$58.85

1c.

Labor Category	Experience, minimum training, and degrees	Duties/Responsibilities
Program Director / Principal	Bachelor's Degree. Over 10 years' experience as Program Manager for military facilities planning contracts. Includes over 10 years real property master planning and over five years senior management experience.	Responsible for the overall performance of Sigma Planning Group, Inc.; responsible for quality assurance and compliance w/ contract requirements.
Master Planner / Analyst	Bachelor's Degree. Minimum 10 years' experience as Program Manager for military facilities planning contracts. Includes minimum 5 years real property master planning and minimum 5 years senior management experience. Capable of performing integrated analytical functions.	Responsible for task orders placed against the contract and will be accountable to the customer for the technical quality, content, and results of all projects.
Senior Planner / Analyst	Bachelor's Degree. Minimum 5 years' experience in Program Management of contracted workloads. Minimum 5 years managerial experience in government contracts. Demonstrated experience applying proven regulations and processes. Demonstrated experience in developing project management plans and performing projects within planned costs and schedules. Ability to plan, organize and explain the elements of a project, develop a project plan to ensure that all tasks associated within a delivery order are accomplished and that all documentation associated with a project is assembled and ready for a principle's review and approval. Advanced computer skills	Accountable to the Program Manager for one or more task orders placed against the contract. Serves as a focal point for assigned projects. Develop estimates of hours and dollars needed to complete a proposed project based on analysis of a scope of work. Identify potential markets for Sigma, market Sigma's capabilities to appropriate potential clients as well as market additional work to existing clients. Performs advanced analytical functions.
Junior Planner / Analyst	Bachelor's Degree. Minimum 5 years' experience in government contracts. Knowledge of Facility Planning System (FPS) and the Real Property Planning and Analysis System (RPLANS). Ability to operate all of the Army legacy tools related to TAB management and be able to identify the general corrective actions needed to eliminate discrepancies or anomalies in system output (i.e., corrections to force structure data, assets data or requirements data). Advanced computer skills	Utilize planning systems, explain the general factors that generate facility allowances in a particular situation and identify basic factors that might justify a facility requirement. Accompany Program Dir. Or Sr. Planner on site visits in a supporting role as well as to gather first hand field experience while meeting key people in the planning community. Performs routine analytical functions
Basic Planner / Analyst	Bachelor's Degree. Basic knowledge of Facility Planning System (FPS) and the Real Property Planning and Analysis System (RPLANS). Ability to operate all of the Army legacy tools related to TAB management and be able to identify the general corrective actions needed to eliminate discrepancies or anomalies in system output (i.e., corrections to force structure data, assets data or requirements data). Advanced computer skills.	Carry out the tasks in a project plan. Assist in development of material for TAB management workshops.

2. Maximum order. \$1,000,000
3. Minimum order. \$100
4. Geographic coverage (delivery area): worldwide
5. Point(s) of production (city, county, and State or foreign country): determined by task order.
6. Prices Shown Herein are Net (GSA discount deducted)
7. Quantity discounts: 1% for orders \$500,000 or greater
8. Prompt payment terms: 1% Net 10
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: N/A
- 11a. Time of delivery: delivery dates will be determined by individual task order
- 11b. Expedited Delivery: Expedited delivery will be determined by individual task order.
- 11c. Overnight & 2<sup>nd</sup> Day Delivery may be negotiated by individual task order
- 11d. Urgent Requirements: Ordering agencies should contact Sigma with requests for urgent requirements.
12. F.O.B. point(s): Origin
- 13a. Ordering address: SIGMA PLANNING GROUP, INC.  
1616 Roanoke Road, Suite 202  
P. O. Box 6 email: [CynthiaL@sigmaep.com](mailto:CynthiaL@sigmaep.com)  
Daleville, VA 24083 [www.sigmaep.com](http://www.sigmaep.com)  
Phone: 540-992-4440
- 13b. Ordering procedures: For supplies and services, the ordering procedures & information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address: SIGMA PLANNING GROUP, INC.  
1616 Roanoke Road, Suite 202  
P. O. Box 6 email: [CynthiaL@sigmaep.com](mailto:CynthiaL@sigmaep.com)  
Daleville, VA 24083 [www.sigmaep.com](http://www.sigmaep.com)  
Phone: 540-992-4440
15. Warranty provision: determined by individual task orders
16. Export packing charges: N/A.
17. No additional Terms and conditions for Government purchase card acceptance
18. Data Universal Number System (DUNS) number: 111432956
19. Sigma Planning Group, Inc. is registered in the System for Award Management (SAM [www.sam.gov](http://www.sam.gov)).