



U.S. General Services Administration

SIN 518210DC Subgroup

NARA-Compliant Digitization Services for Federal Records

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Agenda

- **GSA:** Overview of new Subgroup and how to add it to your contract
- **NARA :** Overview of Digitization Regulations for Temporary and Permanent Records (recorded)
- **Q&A:** voice (raise hand) or chat (Q&A tool)

Slides and NARA recorded segment will be shared afterwards

GSA and NARA Partnership

The federal need for managing electronic records has grown in scale and complexity. In response to these challenges, GSA and NARA partner to incorporate the latest standards into GSA's related solutions.

This provides agencies with vendor pools that are capable of performing to NARA's records management and digitization standards.

- [SIN 518210ERM](#) Electronic Records Management Solutions
- [SIN 518210DC](#) Document Conversion and Digitization Services

These solutions help agencies comply with directives and regulations regarding federal records management, such as M-23-07 and digitization standards.

518210DC Subgroup

Making it easier to find capable vendors for records digitization requirements:

- New digitization subgroup: [NARA-Compliant Digitization Services for Federal Records](#)
- Improves market research and highlights contractor capabilities
- Agencies can target this SIN Subgroup in GSA eBuy when posting RFIs/RFQs
- *By adding this subgroup, you are self-certifying you have the capabilities to meet NARA's digitization standards for both temporary and permanent records:*
 - 36 CFR Part 1236 Subpart D
 - 36 CFR Part 1236 Subpart E

View this [Interact post](#) for more info.

View the subgroup on GSA eLibrary

Search Results Summary

Search Criteria: **518210dc**

Instructions: Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.

Description matches

Source	Description				
MAS	Multiple Award Schedule - Available offerings include commercial goods and services organized by 12 Large Office Management - Document Services				
	<table><thead><tr><th>Category</th><th>Description</th></tr></thead><tbody><tr><td>518210DC</td><td>Document Conversion and Digitization Services - Includes scanning of the or information for use in a document imaging and storage system. Customized Subgroups (Subgroups are provided for market research purposes only. Buyers should confirm NARA-Compliant Digitization Services for Federal Records</td></tr></tbody></table>	Category	Description	518210DC	Document Conversion and Digitization Services - Includes scanning of the or information for use in a document imaging and storage system. Customized Subgroups (Subgroups are provided for market research purposes only. Buyers should confirm NARA-Compliant Digitization Services for Federal Records
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Add the Subgroup to your MAS Contract

View the [eBuy Contractor Job Aid](#)

The *Profile* page provides a list of the contracts and points of contacts (POCs) for each of the SINs awarded under a contract. From the Profile you can: Add/manage POCs, Add or associate contracts to a login, Manage Mobile Alerts, and Modify Subgroups (if subgroups are available under your awarded categories).

The screenshot shows the 'MY PROFILE' page for a GSA eBuy user. At the top, there are navigation links: RFQ Finder, My Quotes, RFQs, Profile, Messages (with a notification badge), and Welcome, Rich. Below the navigation is a dark header with 'MY PROFILE' in white. Underneath, there are two buttons: 'Manage/Add contracts' and 'Manage Mobile Alerts'. A light blue box contains instructions about POCs and email notices. Below this, the contract number 'GS-02F-0238X' is displayed, along with two buttons: 'Add a new POC to a Category' and 'Modify Subgroups' (which is circled in red). A table lists the POCs for the contract.

Schedule	Category	POC Name	Phone	Email	POC	e-mail notices	Remove
MAS	334419	John Smith	703-111-2222	jsmith@something.gov	<input checked="" type="radio"/>	off <input checked="" type="checkbox"/> on	
		Roger Rogers	301-123-4567	rogerr@something.gov	<input type="radio"/>	off <input checked="" type="checkbox"/> on	
	492110	John Smith	703-111-2222	jsmith@something.gov	<input checked="" type="radio"/>	off <input checked="" type="checkbox"/> on	

Add the Subgroup to your MAS Contract

Modify Sub Categories

The SIN Sub Category Tool allows you to list your company under “sub categories” that are below the Special Item Number (SIN). SIN Sub Categories are displayed in eBay and also [GSA eLibrary](#) under the applicable SIN. SIN Sub categories are only available under a few SINs. The “Modify Sub Categories” button will only be activated if sub categories are applicable to your contract SINs.

To update sub groups available under your contract SINs:

1. From your Profile page, click “Modify Sub Categories”.
2. Your current selections will be displayed. Make any necessary adds/deletes of sub groups by checking those that you want your company to appear under.
3. Click the “Save Changes” button.
4. Changes typically take up to 24 hours to be applied throughout the systems.

Contact Information

Questions about adding the subgroup to your MAS contract

GSA Vendor Support Center

vendor.support@gsa.gov

877-495-4849

Monday - Friday, 8:30am - 5:30pm Eastern

Questions specific to **GSA** digitization, records management, and related SINS

RecordsManagement@gsa.gov

Questions about **NARA** records / digitization policy

RMStandards@NARA.gov

