



U.S. General Services Administration

Best Practices for Year End Procurement & New Services for FY 2024

ERM and Digitization

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Procurement Resources & Best Practices

- **ERM Acquisition Working Group ([info here](#))**
 - Open to both industry and Government
 - ERM Mock Procurement initiative: identifying common pain points across the typical phases of ERM procurements, and building best practices resources
 - Getting Funding and Buy-in from Agency Leadership
 - ERM Needs Assessment Best Practices
 - Market Research & RFI Best Practices
 - Contact recordsmanagement@gsa.gov to be added to email list and notified about upcoming meetings and ways to participate!
- GSA's [Market Research as a Service \(MRAS\)](#)
- [Get in touch with your GSA Customer Service Director](#) early on, and contact recordsmanagement@gsa.gov for support

Small Business

Support and resources to get on Schedule (MAS)

- The majority of contract holders under [518210ERM](#) and [518210DC](#) are Small Business
- Key resource: GSA's Multiple Award Schedule (MAS) [Offer Roadmap](#)
- GSA and OSDBU hold multiple events and trainings targeted to Small Businesses about how to get on the Multiple Award Schedule ([GSA Events Calendar](#))
- Trainings are also posted on GSA's YouTube page. Here is a link to [GSA OSDBU's playlist of trainings](#)
- Please contact recordsmanagement@gsa.gov if you have questions about SIN 518210ERM and 518210DC!

ERM and Digitization: Plans for FY 2024

Making it easier to find capable vendors for ERM and Digitization*

- 518210ERM: Updated ERM vendor self-certification to include additional information about vendor offerings as they relate to specific Elements of NARA's Universal ERM Requirements
- 518210ERM: NARA's Universal ERM requirements Version 3 three incorporated into SIN
- 518210DC: Creating a subgroup of contractors with capabilities to meet NARA's Digitization Regulations for Temporary and Permanent Records

Expanding library of example ERM / Digitization acquisition docs

- ERM Working Group: building library of example acquisition documents from successful ERM procurements — example ERM SOOs/SOWs from small, medium, and large agencies

*Note: these changes are currently pending approval from GSA's MAS Program.