

# Instructions for Adding Subgroup for SIN 518210DC

SIN Subgroup: “NARA-Compliant Digitization Services for Federal Records”

Dear MAS Contractors Holding SIN 518210DC,

As a follow-up to the June 6 2021 email related to introducing a SIN Subgroup for NARA-Compliant Digitization Services for Federal Records, this document outlines the actions contractors must take, and the requirements to select that SIN Subgroup. Below are instructions for selecting SIN Subgroups in your eBuy profile page starting on December 4, 2023.

SIN Subgroups were created to give buyers the ability to clearly identify the smaller subsets of contractors that offer specific products and services under a broad MAS SIN, or identify where specific requirements are met for technical products, services, or solutions. Subgroups give further clarity or specificity of contractor offerings under a particular SIN. They do NOT expand or limit the scope of awarded contract offerings.

Contractor selection of a SIN Subgroup MUST correspond to the awarded offerings under that specific SIN on their MAS contract. All contractor selections will be monitored by GSA for compliance, and action will be taken against your contract if you select Subgroups that have not been awarded under your contract.

## **SIN Subgroup Requirements:**

**PLEASE NOTE: Only vendors that have capabilities offered/awarded under SIN 518210DC that meet NARA’s digitization requirements for BOTH temporary and permanent records are able to add this SIN subgroup for SIN 518210DC. By adding this SIN Subgroup, contractors are self-certifying they meet NARA’s digitization requirements/standards for temporary AND permanent records.**

Contractors under SIN 518210DC who wish to be added to the “NARA Compliant Digitization Services for Federal Records” SIN subgroup are **required to review and reference NARA’s Digitization Regulations for Temporary Records** (36 CFR Part 1236 Subpart D) and Permanent Records (36 CFR Part 1236 Subpart E) — copies of which are included in the [MAS Scope and Templates webpage](#) under the Office Management Category section. For more

information about NARA's Digitization Regulations contact NARA via [rmpolicy@nara.gov](mailto:rmpolicy@nara.gov). Note that these digitization requirements will be periodically updated by NARA and will be incorporated into the MAS solicitation through a refresh and corresponding Mass Modification.

**How to select this SIN Subgroup:**

- 1 - Login to eBuy
- 2 - From the top menu, select "Profile" 3 - Click "Modify Subgroups"
- 4 - Select the 518210DC subgroup according to the instructions

If you experience any technical difficulties with updating your eBuy profile, contact our Vendor Support Center by calling 877-495-4849 or send an email to [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov).

GSA will be performing a quality assurance check of your SIN Subgroup selections against your MAS contract. Misrepresentation of your awarded offerings under MAS may result in removal of your catalog from GSA eTools. Please send questions to [RecordsManagement@gsa.gov](mailto:RecordsManagement@gsa.gov).

Thank you,

MAS Office Management Category