

Vendor Certification for Electronic Records Management Solutions

For the purposes of the MAS Solicitation, eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the Solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

*Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. **Vendors must include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.***

[Offeror Name]

[Address]

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

- Element 1 - Office Management Applications (formerly “Desktop Applications”)
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Structured Data (formerly “Databases”)
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings

[Offeror Name] hereby certifies that we are capable of meeting all standards described in the solicitation and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

Offeror *(To be signed only by **authorized principal**, with authority to bind the undersigned contractor)*

Name (Printed)

Title

Date