GSA Federal Acquisition Service (FAS) Office Management Category has developed the following Cover Letter template to assist contractors with submitting their updated *Vendor Certification for Electronic Records Management Solutions* form for SIN 518210ERM via a Revised Terms & Conditions modification.

Multiple Award Schedule (MAS) contract holders should fill in the information noted in blue text for each sample submitted.

**Required Attachment(s)**:

[ ] **Modification Cover Letter** signed by Authorized Negotiator or Corporate Official (template below)

[ ] **Updated *Vendor Certification for Electronic Records Management Solutions* form** for SIN 518210ERM. This form is located on the MAS Scope and Offerings page, under the Office Management Category. Contractors must review NARA’s Universal ERM Requirements Version 3 spreadsheet (located on the same Scope and Offerings page) in order to complete the self-certification form.

[ ] **Updated MAS Contract Price List**, which includes the updated *Vendor Certification for Electronic Records Management Solutions* form. The self-certification form can be listed anywhere on the Price List, as long as it is included.

**Required post-modification task**:

*Upon award of this modification, contractors must submit their updated MAS Contract Price List which includes their completed ERM self-certification form.*

If you have any questions for how to complete this post-modification task, please contact the GSA Vendor Support Center (VSC). The VSC has a dedicated staff to assist when you need assistance or encounter problems. Please contact the VSC staff Monday - Friday, 8:30 a.m. - 5:30 p.m. Eastern Time, at 877-495-4849, or via email at vendor.support@gsa.gov.

**COVER LETTER TEMPLATE ON NEXT PAGE**

**INSTRUCTION: PRINT ON COMPANY LETTERHEAD AND SIGN BY AUTHORIZED NEGOTIATOR – AUTHORIZED TO SIGN**

Revised Terms & Conditions MODIFICATION REQUEST

Date: [insert date]

General Services Administration

Federal Acquisition Service (FAS)

Multiple Award Schedule Program

[GSA Contracting Official Name]

[Insert Contracting Official Address]

Re: Submitting updated *Vendor Certification for Electronic Records Management Solutions* form for SIN 518210ERM via a Revised Terms & Conditions modification to MAS Contract Number [insert MAS Contract Number].

Dear [Name of Contracting Official],

[Insert Contract Holder’s name] is submitting an updated *Vendor Certification for Electronic Records Management Solutions* form for SIN 518210ERM. [Insert Contract Holder’s name] has reviewed NARA’s *Universal ERM Requirements Version 3* spreadsheet before completing this form. **The completed form is attached, signed, and dated.** [Insert Contract Holder’s name] understands it is a requirement under SIN 518210ERM for the *Vendor Certification for Electronic Records Management Solutions* form to be included on their MAS Contract Price List Terms and Conditions File. After this modification request has been approved by GSA, [Insert Contract Holder’s name] will upload their [insert MAS Contract Number] Terms and Conditions file with the completed *Vendor Certification for Electronic Records Management Solutions* included on it.

The National Archives and Records Administration (NARA) has updated its Universal ERM Requirements to Version 3, and that spreadsheet has been incorporated into SIN 518210ERM. GSA has created an updated *Vendor Certification for Electronic Records Management Solutions* form because NARA’s ERM Elements have changed, and because there is a new requirement to include a brief summary explanation / description for how contractors meet each of the ERM Elements that they have checked off. Submitting this updated form will maintain parity with [Insert Contract Holder’s name]'s self-certification for SIN 518210ERM and NARA’s Universal ERM Requirements currently incorporated into SIN 518210ERM.

In addition, as an authorized representative for the Contract Holder, by signing this document I state the following to the best of my knowledge and belief:

● All other clauses, terms and conditions of the contract referenced above remain the same. If you have any questions regarding this request, please contact [insert point-of-contact] at [insert point-of-contact telephone number and email address].

Sincerely,

[Signature of Authorized Negotiator]

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[Name of Authorized Negotiator and/or Corporate Official]

[Title of Authorized Negotiator or Corporate Official]