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CHAPTER 13. SPECIAL ITEM 518210ERM: ELECTRONIC RECORDS MANAGEMENT

1a. Awarded SIN – 518210ERM

518210ERM Electronic Records Management Solutions provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of electronic records. The vendor provides professional management and administrative support personnel with the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or vendor equipment and facilities or a combination of both. The objective of electronic records management services is to permit the access, maintenance, control, storage, disposition, and transfer of electronic records. Includes any ancillary supplies and/or services necessary to provide a total electronic records management solution.

1b. Terms and Conditions

IBM's offering includes IBM Passport Advantage Software and Services. The following terms apply

- Terms applicable to Software: Appendix S, Passport Advantage, and the IBM Program License Agreement (IPLA).
- Terms applicable to Services: Client Relationship Agreement for Services – Federal Government

1C. VENDOR CERTIFICATION FOR SIN 519210ERM --- ELECTRONIC RECORDS MANAGEMENT SOLUTIONS

For the purposes of the Vendor Certification , 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 should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.***

[International Business Machines Corporation]

[6710 Rockledge Dr.

Bethesda, MD 20817]

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

Element 1 - 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 - Databases

Element 10 - Shared Drives

Element 11 - Engineering Drawings

International Business Machines Corporation hereby certifies that we are capable of meeting all standards described in the MAS 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*)

_Sherry Stauffer_____ _Contracts Specialist_ _March 30, 2018

Name (Printed)

Title

Date