



GSA Multiple Award Schedule (MAS)

SIN 561110

Ordering Guide

SIN Scope: The SIN and corresponding NAICS are 561110. The SIN falls within the Office Management category/Office Services subcategory. It includes a range of turnkey day-to-day office administrative support services, such as:

- clerical/secretarial functions
- data entry
- payroll administration
- recordkeeping
- travel preparation
- scheduling
- note taking
- meeting management
- drafting memos/notes/letters
- purchasing/requisitioning supplies
- logistics

Period of Performance: There are no SIN-specific limitations on the length of task orders or Blanket Purchase Agreements (BPA).

SIN Composition: This SIN is an unrestricted SIN and small business set asides may be used at the discretion of the ordering officer. Currently there are 108 contractors on the SIN and 104 of them are small businesses. Current socio-economic break down includes:

Small Business:	104
Women Owned Small Business (WOSB):	49
Economically Disadvantaged WOSB (EDWOSB):	38
Service Disabled Veteran Owned Small Business (SDVOSB):	27
SBA Certified 8(a) Firm:	41
8(a) Sole Source Pool:	34
SBA Certified HUBZone Firm:	18

SIN eLibrary link for latest vendor list:

<https://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?scheduleNumber=MAS&specialItemNumber=561110&executeQuery=YES>

SIN Background: This SIN was established approximately at the start of FY21 to provide a streamlined way to obtain office administrative services using the Multiple Award Schedule. No other SIN covered all aspects of this type of work, so the SIN was created to better support agencies.

SIN Historical Usage: Since inception, there have been at least 86 orders placed on the SIN for a total order value of at least \$100 million.

Current agency users include:

Air Force
Army
Commerce
DOI
DOJ
DOL
Education
Energy
GSA
HHS
Navy
USDA
VA

Historical types of orders placed:

Administrative Support Services
Legal Administrative support
Appointment Clerks
Receptionists
General Clerks
Administrative support to a program
Registration services desks
Data entry clerks for help desks
Administrative Assistants
Customer Service Assistants
Data Processors
Laboratory Support Services
Clerical Support Services
Credentialing Specialist Services
Executive Assistant

PSCs of historical orders placed:

R699 (predominant)
R408
R418
R499
R607

R615
Q801

SIN-specific Ordering Procedures: There are no SIN-specific aspects regarding labor categories, Service Contract Act, travel, etc. Standard MAS ordering procedures apply.