



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 34 contractors on the SIN and all of them are small businesses. Current socio-economic break down includes:

Small Business:	34
Women Owned Small Business (WOSB):	15
Economically Disadvantaged WOSB (EDWOSB):	10
Service Disabled Veteran Owned Small Business (SDVOSB):	10
SBA Certified 8(a) Firm:	15
SBA Certified HUBZone Firm:	5

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 23 orders placed on the SIN for a total order value of \$16 million.

Current agency users include:

Air Force

Army

DOI

DOJ

DOL

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

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.