

# SIN 518210FM Acquisition Quick Start

The agency acquisition process for [Special Item Number \(SIN\) 518210FM](#) expands on the General Services Administration's (GSA) Multiple Award Schedule (MAS) ordering procedures with pre-solicitation and post-award activities and review by the FM QSMO Task Order Review Board (TORB).

When obtaining solutions and services from SIN 518210FM, follow the acquisition steps described below and comply with your organization's acquisition policies and procedures. This applies for executing orders, blanket purchase agreements (BPAs) and all subsequent BPA orders.



Federal agency customers should reference the [Agency Acquisition Guide](#) for more information.

## 1. Define Requirements

Perform a requirements analysis and develop draft requirements. Beyond the FM QSMO Marketplace entry level requirements for SIN 518210FM, agencies may establish and incorporate additional requirements into their solicitations.

### Provider Service Measure Requirements

**NEW!** The FM QSMO will monitor three provider service measures, from the FM Provider Services Measures component of the [Financial Management Capability Framework \(FMCF\)](#), for Marketplace solutions and services. **At a minimum, these measures should be included in the agency solicitation and resulting contract:**

- Service Measure Target Success Ratio (FFM)
- Service Customer Satisfaction with Service Provider
- Service Customer Satisfaction by Solution/Service Package (FFM)

The results for these three services measures are to be provided to the FM QSMO during Select and Award (Step 5).

## 2. Research and Plan with the FM QSMO

**NEW!** Research through the [FM QSMO Marketplace Catalog](#) and engage with the FM QSMO on available Marketplace offerings, share information gathered from market research activities, such as requests for information (RFI), and assess the ability of Marketplace offerings to meet business, capability, and

requirement needs. Agencies may also consult with the FM QSMO when preparing their solicitation documents, prior to submitting them for TORB review (reference Step 3).

### **3. Submit Requirements Documents for TORB Review**

**NEW!** The FM QSMO established the TORB to ensure that acquisitions through SIN 518210FM adhere to the FMCF. Once agencies solidify requirements, the TORB process described below is followed:

#### **Step 3.1 Submit TORB Intake Form**

For all orders, BPAs, and all subsequent orders against a BPA, complete and submit the [FM QSMO TORB Intake Form](#) prior to solicitation to indicate the scope of your agency's need and submit requirements.

#### **Step 3.2 Review by FM QSMO TORB**

The FM QSMO TORB reviews the FM QSMO TORB Intake Form submissions and assesses if the requirements align with the FMCF. The FM QSMO TORB contacts your agency contact with the results of the assessment.

### **4. Finalize and Issue Solicitation**

Once response is received after the FM QSMO TORB review, agencies may move forward with finalizing and issuing the solicitation.

### **5. Selection & Award Sent to FM QSMO**

Evaluate the responses received and award the contract.

**NEW!** Once the award is made, **provide a copy of the order, BPA and any subsequent orders by email to the FM QSMO at [FMQSMO-Marketplace@fiscal.treasury.gov](mailto:FMQSMO-Marketplace@fiscal.treasury.gov).**

### **6. Contract Administration**

Monitor contractor performance and ensure that provider service measures referenced in Step 1 are tracked and reported to the FM QSMO.

### **7. Closeout**

Close out acquisition files in accordance with federal acquisition regulations and agency policies and procedures.

For questions about the FM QSMO Marketplace ordering process, please [contact the FM QSMO](#).