

Handle All of Your Document Management Needs with the Latest Technology Available Through GSA



Streamline procurement lead times and reduce administrative burden and costs while maintaining FAR compliance with GSA Document Management solutions. Whatever your office's document management requirements, GSA offers the latest technologies and solutions to meet your needs. Choose from trusted industry experts (both large and small businesses) for a total solution that best meets your needs.

New! Litigation Support Services

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional and non-professional staff members in the tasks of obtaining, organizing, analyzing, and presenting evidence or materials for legal matters not limited to: Freedom of Information Act (FOIA) requests, trials, judgments, lawsuits, Congressional subpoenas or settlements. Through the use of the Electronic Discovery Reference Model (EDRM), contractors can offer government agencies the necessary people, process and technology to offer a total eDiscovery solution for collecting, processing, reviewing and presenting electronically stored information in response to any legal matter.

New! Managed Print Services

Under GSA's Multiple Award Schedule (MAS) 36, Special Item Number (SIN) 51-500, federal agencies can benefit from Managed Print Services (MPS) that include both equipment and services required to manage imaging output. This may include printing, scanning, copying and fax devices in a system that monitors and reports status, needs and usage trends on regular basis. Government agencies can choose from a list of MPS contractors that will enable them to reduce the total cost of ownership by reducing imaging assets, maximizing device utilization, improving printing habits

and policies, improving network, device and end-user security and reducing the environmental impact of paper output and energy consumption.

MPS is a holistic service offering that can be tailored to include the components of print usage and fleet assessment, imaging devices, consumable supplies, maintenance, repairs, user support, print policy, security enhancements, reporting and on-going optimization services. What's more, the MPS plan may be based on a needs analysis completed under SIN 51-501. Services may include, but are not limited to, creating a business plan solution that incorporates recommendations for each existing piece of equipment (including removing/retirement/recycling/disposal). The plan may be phased to allow for an orderly progression to the new output environment, and it should take into account the usage and floorplan of the equipment.

GSA Contractors offer products, services and solutions for total life cycle management of your documents and electronic content in the following stages:

1. Production: Copiers/Multi-function Devices, Managed Print Services and Mail Distribution Products & Services;
2. Capture: Document Conversion Services and Litigation Support Services;
3. Storage/Archival: Records Management Services (Hard Copy & Electronic Content); and
4. Disposition: Destruction Services (Hard Copy & Electronic Media Material).

NEW! MAS 36 has added language to the contract to ensure that all copiers are ENERGY STAR® compliant. Non ENERGY STAR copiers are no longer acceptable.



More Office Imaging and Document Solutions through MAS 36

GSA Integrated Workplace Acquisition Center has the latest technologies for your office imaging, document management and mail management requirements. You can choose from the industries' most trusted vendors, both small and large businesses. Select the goods and services that best meet your needs throughout the life cycle of your documents. Purchasing the products and services you need to accomplish your mission is easy using the GSA Multiple Award Schedules.

Document Reproduction – Get digital and engineering copiers and multi-function devices capable of printing, scanning and facsimile functions (SIN 51-100, Copiers) along with maintenance agreements (SIN 51-57, Maintenance Service Agreement for Copiers) and supplies (SIN 51-101-2, Consumable Supplies for Copiers). The financing options include purchase, lease (SINs 51-58, Lease to Ownership Plans [LTOP] Copiers, and 51-58a, Operating Lease Plan For Copiers) or rental (SIN 51-55, Rental Plan for Copiers). Also available to you are services for vendors to manage on-site and off-site reproduction centers (SIN 51-505, Document Production On-site and Off-site Services) to accommodate your robust reproduction needs.

Document Distribution – MAS 36 offers products that can meet all of your mailing needs with the aid of meters, date and time stamps or completely integrated systems. If you have concerns about getting the best equipment without incurring excessive costs, or are unsure about which products will best suit your mailroom, you can choose a variety of services that will help you tailor the solution that best meets your workplace needs (SINs 733-1 through 733-6).

Document Conversion – MAS 36 offers document conversion services that can help you convert your paper documents, microfilm, drawings and other media into easily retrievable electronic formats (SIN 51-506, Document Conversion Services).

Document Management – MAS 36 offers records management services (SIN 51-504, Records Management Services) to enable you to store, archive and retrieve both hard copy and electronic records.

Destruction Services – MAS 36 offers destruction services (SIN 51-507, Destruction Services) to enable you to properly destroy and dispose of classified and unclassified paper-based material and electronic media in a safe, secure and environmentally-responsible manner.

For more information on all Office Imaging and Document Solutions offered through GSA, including access to a listing of pre-qualified contractors, visit www.gsa.gov/officeimaging.

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