SIN 518210FM Agency Acquisition Guide

November 2026

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This guidance was made publicly available in November 2026 by the Bureau of the Fiscal Service. It will be updated periodically to provide additional clarity or information.

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1.0 Purpose

The Financial Management Quality Service Management Office (FM QSMO) Agency Acquisition Guide outlines processes, roles, and responsibilities for federal customer agencies (agencies) seeking to obtain commercial vendor (vendor) solutions and services from the FM Marketplace.

The General Services Administration (GSA) Multiple Award Schedule (MAS) Special Item Number (SIN) 518210FM serves as the contract vehicle to acquire commercial solutions and services from the FM Marketplace.

Once an agency has determined that a commercial offering from the FM Marketplace will meet their needs, they should reference this guide for information pertinent to planning, initiating, and executing orders and/or establishing Blanket Purchase Agreements (BPA) under SIN 518210FM. In the event of a conflict between this guide and GSA MAS terms, the MAS terms have precedence.

- **What is the Agency Acquisition Guide?**
  Guidance for acquiring commercial vendor solutions and services from SIN 518210FM
- **When should I use the guide?**
  Once you have identified a commercial offering that meets your agency's needs
- **Who should use this guide?**
  Federal agency acquisition and financial management professionals
- **Why should I use this guide?**
  To ensure that the unique steps for procuring commercial offerings from SIN 518210FM are followed
- **Where should I go for more information?**
  Visit the *For Federal Agencies* section of the FM QSMO Resources page and contact the FM QSMO at FMQSMO@fiscal.treasury.gov

1.1 SIN 518210FM Overview

On April 26, 2019, the Office of Management and Budget (OMB) issued Memorandum M-19-16, *Centralized Mission Support Capabilities for the Federal Government*. The memorandum introduced a new approach to federal government shared services by establishing QSMOs. On June 29, 2020, Treasury was designated as the QSMO for core financial management.

The FM QSMO brokers access to modern, standards-based solutions that move agencies away from outdated systems, improve government operations and performance and advance government-wide financial management goals, including improved transparency and accountability and better use of data for decision making. The FM Marketplace is comprised of financial management solutions and services offered by commercial vendors, federal providers, and Treasury's Bureau of the Fiscal Service.

This guide is intended to provide agency acquisition representatives and federal financial management professionals with the steps to obtain commercial solutions and services from the FM Marketplace by executing orders and/or establishing BPAs under SIN 518210FM. **Agencies looking to obtain solutions or services from a federal provider or the Bureau of the Fiscal Service will not follow the SIN 518210FM acquisition process.**

GSA, in collaboration with the FM QSMO, developed SIN 518210FM under the MAS program to serve as the mechanism through which agencies access commercial solutions and services from the FM Marketplace.

SIN 518210FM provides a long-term contract vehicle for vendors and agencies and is available for vendors to onboard at any time.

1.2 Scope of SIN 518210FM

The scope of SIN 518210FM includes Core Financial Management Solutions (Core FS) and Financial Management (FM) solutions and services that are complementary to or augment Core FS and/or support agency modernizations. Offerings include financial management software suites in a cloud environment; services, applications, and modules that help agencies adopt FM QSMO solutions; and IT professional services and/or labor categories, software, cloud computing and IT training that support FM QSMO adoption.

SIN 518210FM Subgroups:

- **Core Financial Management Solutions (Core FS)** – Partially pre-configured commercial financial management software suites offered in a cloud environment. Core FS offerings that are determined acceptable to meet or exceed Core FS functionality scope and Financial Management Capability Framework (FMCF) requirements that can accommodate additional agency-specific business needs.
- **Additional Financial Management (FM) Solutions** – Business capabilities that augment those provided by the Core FS Baseline Solution and have a correlation to Federal Financial Management (FFM) functions or activities. *[Examples include, but are not limited to, cost management solutions, reporting tools, business information exchange (BIE) solutions, FM business analytics and intelligence.]*
- **Financial Management (FM) Solution/Service Adoption and Transition Services** – Services to help agencies in identifying, selecting, acquiring, migrating to, and using FM Marketplace offerings effectively and efficiently. These services may also be needed when extensive or complex FM solution/service changes are released, or significant functionality is removed. *[Examples include, but are not limited to, strategy and planning, FM data conversion and migration, IV&V, readiness assessments, integration support, project management, and FM solution/service testing.]*
- **Financial Management (FM) Technology Operations Support Services** – Support and assistance with technology implementation and operations. *[Includes FM technology development, testing, implementation, operations, and maintenance support, information exchanges between FM solutions and services and agency mission systems, service desk, related ancillary training, and support for legacy core financial systems.]*

Additional details about SIN 518210FM can be found in:

- GSA's eOffer/eMod MAS Solicitation and IT Category Attachment, and
- FM QSMO Resources webpage.

2.0 SIN 518210FM Vendor Entry

Like other SINs under the GSA MAS Program, GSA's Federal Acquisition Service evaluates the general administrative, technical, and pricing elements of vendor submissions.

In contrast to other SINs, the FM QSMO is responsible for evaluating the technical elements of vendor submissions specific to SIN 518210FM. This additional vetting at the SIN level benefits agencies by ensuring that vendor offerings on SIN 518210FM adhere to the Financial Management Capability Framework (FMCF) and meet common government-wide financial management needs.

The FM Solution/Service Evaluation Criteria component of the FMCF guides the FM QSMO evaluation of vendors' offerings submitted for SIN 518210FM. The evaluation categories reviewed at the Marketplace entry level include the following:

- **Business** – evaluates the ability to achieve FM business outputs and outcomes using the FM solution/service; also evaluates conformance with FMCF business standards and requirements and usability of an FM solution.
- **Technology Design** – evaluates the FM solution/service technical architecture and design for servicing customers; also evaluates conformance with FMCF technical requirements and capabilities.
- **Technology Operation** – evaluates the FM solution/service's ability to respond to user demand and changes needed in the FM solution/service; also evaluates conformance with FMCF operational requirements and capabilities.
- **Programmatic** – evaluates a provider's strategy and management of FM solution/service offerings and delivery.
- **Organizational** – evaluates a provider's organizational ability to deliver quality FM solutions/services and ensure customer satisfaction.

Vendors proposing solutions for the Core FS SIN Subgroup undergo an additional FM QSMO evaluation by performing operational capability demonstrations.

Additional information can be found on the FMCF webpage and in the Guide to the FM Marketplace, which provides an overview of how the FM QSMO operates and how financial management standards and common capabilities apply to Marketplace offerings. The *Guide to the FM Marketplace* also includes a glossary of terms that may be helpful to reference throughout the acquisition process for Marketplace offerings.

3.0 SIN 518210FM Agency Acquisition Process

The agency acquisition process for SIN 518210FM expands on the GSA MAS ordering procedures with pre-solicitation and post-award activities and review through the FM QSMO Task Order Review Board (TORB). When obtaining solutions and services from SIN 518210FM, agencies generally follow the acquisition steps, described in Figure 1 below, and comply with their organization's acquisition policies and procedures. This applies for executing orders and establishing BPAs.



Figure 1: SIN 518210FM Acquisition Process

New Step 1. Define Requirements



Figure 2: Define Requirements

Agencies perform a requirements analysis and develop draft requirements.

Beyond the FM Marketplace entry level requirements for SIN 518210FM, agencies may establish and incorporate additional, agency-specific requirements into their solicitations.

Provider Performance Management

The FM QSMO developed the FM Provider Performance Measures component of the FMCF to define how the government measures successful vendor delivery of outcomes based on quality, timeliness, efficiency, and accuracy targets. For vendor provided solutions and services, the FM QSMO monitors four (4) performance measures at the FM Marketplace level to track "Agency Customer Satisfaction with":

- **Provider Technical (Quality of Product or Service)**
- **Provider Management (Business Relations)**
- **Provider Cost (Control)**
- **Provider Schedule (Timeliness)**

The results for these four (4) performance measures are collected by the FM QSMO using agency-reported information available from the Contractor Performance Assessment Reporting System (CPARS).

Agencies are also encouraged to assess and establish additional performance measures from the *FM Provider Performance Measures* during the acquisition process, as determined applicable (e.g., service desk response time, month end processing time, security threats identified, payee setup volume).

Additionally, when defining evaluation factors, the FM Solution/Service Evaluation Criteria includes options for evaluation criteria and indicators for agencies to incorporate into their solicitations. For example, an agency's evaluation criteria may also include documentation and, if required, demonstration that the FM solution will enable completion of FFM business activities within target timeframes or documentation that provides rationale for software additions to the baseline solution/service.

New

Step 2. Research and Plan with the FM QSMO



Figure 3: Research and Plan

Agencies research through the FM Marketplace Catalog and engage with the FM QSMO on available 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).

Agency acquisition professionals should confirm that their program office has engaged with the FM QSMO and developed requirements that align with the FMCF.

GSA tools such as Market Research As a Service (MRAS), GSA eLibrary and GSA Advantage!® may also assist the research process.

New Step 3. Submit Requirements Documents for TORB Review



Figure 4: Submit for TORB Review

The FM QSMO established the TORB to support agencies through the acquisition process and ensure alignment with financial management standards. Once agencies solidify requirements, the TORB process described below is followed:

Step 3.1 Submit TORB Intake Form

The FM QSMO TORB Intake Form is completed prior to solicitation for all orders and BPAs.

Before starting the FM QSMO TORB Intake Form, agencies:

- Review FM Marketplace resources
- Engage with the FM QSMO to assess the solutions and services available in the FM Marketplace.
- Have requirements documents (e.g., performance work statement (PWS), statement of work (SOW) and other supplemental acquisition materials (e.g., cost estimate, acquisition plan) ready to submit through the TORB Intake Form.

At minimum, agencies submit requirements documents (e.g., PWS, SOW, SOO) for review. Agencies may also submit other supplemental acquisition materials (e.g., acquisition plan, Independent Government Estimate (IGE), agency level evaluation criteria).

Step 3.2 Review by FM QSMO TORB

The FM QSMO reviews the TORB Intake Form submissions and assesses if the requirements align with the FMCF.

- Acquisitions that include the Core FS SIN Subgroup are reviewed within 13 business days.
- Acquisitions that do not include the Core FS SIN Subgroup are reviewed within 8 business days.

The FM QSMO contacts agencies with the results of the review:

- If the requirements align with the FMCF, the FM QSMO provides feedback for agencies to proceed. The FM QSMO also provides suggestions to improve the requirements based on best practices or lessons learned from other agencies.

- If the requirements do **not** align with the FMCF, the FM QSMO recommends changes. Agencies address the recommended changes and resubmit the requirements for FM QSMO review and additional feedback.

Step 4. Finalize and Issue Solicitation



Figure 5: Finalize and Issue Solicitation

Once response is received after the FM QSMO TORB review, agencies may move forward with the solicitation.
Contracting officials should confirm with their program office that the FM QSMO has completed a review of the requirements and that feedback from the FM QSMO has been received prior to issuing the solicitation.

New Step 5. Select & Award



Figure 6: Select & Award

Agencies evaluate the responses received and award the contract.

Once the award is made, agencies notify the FM QSMO and provide a copy of the order or BPA by email to FMQSMO-Marketplace@fiscal.treasury.gov

Step 6. Administer Contract



Figure 7: Administer Contract

Agencies monitor contractor performance and ensure that provider performance measures are tracked and reported appropriately.

Step 7. Closeout



Figure 8: Closeout

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

4.0 Support for the FM Marketplace Acquisition

- FM QSMO experts are available to advise agencies on the SIN 518210FM acquisition process.
- The FM QSMO team is also available to conduct a scope review before requirements are submitted through the TORB process and provide subject matter expertise, feedback, and suggestions.
- For more information on how to order from GSA please visit: [Help with MAS buying | GSA]
- Visit the *For Federal Agencies* section of the FM QSMO Resources page and contact the FM QSMO at FMQSMO@fiscal.treasury.gov to learn more.

Appendix

SIN 518210FM Management: Develop and manage an acquisition solution for the FM Marketplace.

FM QSMO	GSA
• Evaluate technical elements of vendor submissions specific to SIN 518210FM. • Provide technical oversight and guidance to agencies transitioning and migrating through FM QSMO. • Assist agencies in planning for transition from existing contract vehicles to FM QSMO SIN. • Support GSA on future changes to the SIN as needed to support the FM Marketplace. • Conduct periodic reviews of SIN 518210FM vendors and offerings.	• Perform duties as the contracting authority, maintain the SIN and perform vendor management in accordance with MAS policy.

Table 1: Roles and Responsibilities - SIN Management

Agency Acquisition Management: Acquisition of Marketplace solutions and services following established processes and requirements.

FM QSMO	Federal Agency Customer	Vendor
• Manage a Task Order Review Board (TORB) to review proposed agency acquisitions for alignment with the FMCF, and provide recommendations and feedback for moving forward with the acquisition process. • Manage the structure, scope, and processes associated with the TORB. • Consult and coordinate with agencies ready to initiate Marketplace acquisitions. • Provide customers with assistance in navigating the FM Marketplace.	• Develop and maintain an acquisition plan and ensure requirements align with the FMCF. • Include appropriate provider performance measures in orders and/or BPAs. • Prior to solicitation, submit request and applicable documentation for review using the FM QSMO TORB Intake Form. • Respond to FM QSMO comments and feedback on the proposed acquisition. • Resubmit acquisition documents to the FM QSMO, if necessary. • Proceed with acquisition following FM QSMO feedback. • Monitor contractor performance and report performance results as applicable.	• Respond to agency solicitations and requests. • Deliver on performance measures as specified by the federal agency customer service agreement and contract.

Table 2: Roles and Responsibilities - Agency Acquisition Management