GSA eLibrary Help Guide

The General Services Administration (GSA) and Department of Veterans Affairs (VA) offer a wide range of Acquisition Solutions for Federal and State & Local governments.   GSA eLibrary was created to provide a centralized online resource to assist acquisition professionals in the research and identification of commercial businesses providing products and services offered under GSA and VA acquisition solutions.

eLibrary is updated every night, so you can be assured that what you are seeing is accurate and up-to-date award information.

eLibrary contains the latest contract award information from the following acquisition solutions:
- GSA Federal Supply Schedules
- VA Federal Supply Schedules
- Governmentwide Acquisition Contracts (GWACs)
- Technology Contracts
- Assisted Acquisition Services
- Federal Strategic Sourcing Initiative (FSSI) Solutions
- Strategically Sourced Blanket Purchase Agreements
- indefinite delivery/indefinite quantity (IDIQ) solutions

If you require further assistance, please direct all inquiries to GSA.Advantage@gsa.gov or call Customer Service at 1-877-472-3777, option 2.

Search and Browse on eLibrary

While the basic search tool is the most widely used function on eLibrary, there are several additional tools and features of eLibrary that can help you find an acquisition solution(s).

Several ways to Search:
1. **Search box** - enter keywords that best describe what you are looking for, and eLibrary will scan the titles, descriptions, numbers, and business names, and display all the matching results.
2. **Quick Search** – provides instant access to a specific acquisition solution.
3. **Cross Schedule Search** – this tool provides the ability to identify "total solution" providers for complex multi-schedule requirements.   Basically, it provides the ability to select various Federal Supply Schedules and Special Item Numbers (SINs) and return businesses that have contract coverage under all of the selected schedules/SINs.   Note: This search tool is limited to only Federal Supply Schedules.
4. **Contractor Directory (a-z)** - if you already know the name of a business, or maybe you only know what letter the business starts with, this alphabetical listing of every business in our database will assist you.
5. **Category Guide** – this section groups related solutions into easy to follow categories.
6. **Schedule contracts** – provides a complete listing of active GSA and VA Federal Supply Schedules.
7. **Technology contracts** – provides a complete listing of Information Technology solutions available from GSA.

8. **State and Local Governments** – this section is divided into two areas: Cooperative Purchasing and Disaster Purchasing. A complete listing of businesses available to sell to State and Local Government entities are provided.
9. **GSA Strategic Sourcing BPAs** – currently available under the "Additional Information" section, this page provides a centralized source for many government-wide and agency specific Blanket Purchase Agreements (BPAs) established against Federal Supply Schedules.

Facts that may help in searching

To help you in your searches on eLibrary, read through the following suggestions.

- In most cases, solution titles and descriptions are 'high level' or broad, and do not list specific items or services provided available them.
- All keywords entered must be found in the 'same' solution to be considered a match.
- Searching is *not* case sensitive.
- Basic stemming rules are used; i.e. variations of the word 'sample' (samples, sampling) would yield the same results.
- eLibrary does not allow Boolean operators such as AND or NOT.
- eLibrary finds what you tell it to find!

Search Tips

- **Less is more - s**tarting with fewer words may return a larger number of matches, but this will help determine if additional keywords are needed. Use too many words and you may not find what you were looking for.
- **Think on a higher level** - while every effort is done to give the acquisition solutions good titles and descriptions, it is impossible to list every specific product or service available under a solution. For example, if searching for a specific product, think about entering the product area - enter 'sporting goods' instead of 'hockey stick'.
- **Simple is good** – if looking for 'oil clean up services', just enter 'clean up'.
- **Use keywords that are more likely to appear –**if you need a 'ball joint' for a truck, you would not look for a 'ball joint' section, but would look under the Auto Repair section for businesses

Search Results

Search matches will be returned on the Search Results Summary page.   This page can be separated into three possible sections: Description matches, Contractor/Manufacturer matches, and Keyword matches.

Description Matches

The Description matches section lists the solutions that match the keywords entered. For a category to appear, *all of the keywords* must be found in the numbers, titles, or descriptions of that specific category.   For example, if "web marketing services" is searched, all three words "web", "marketing", and "services" must be found in the title and/or description of a category in order to qualify as a match.

Contractor/Manufacturer Matches

The Contractor/Manufacturer section lists the businesses that match the keywords entered. For a business to appear, *all of the keywords* must be found in the Contractor/Manufacturer name, or the DBA (Doing Business As) name. The results are sorted by Source/Category number, Contractor name,

and Manufacturer name. In this example, the user is searching for "electronicsThe " which is found in the following Contractor/Manufacturer names.

Keyword Matches

The Keyword matches section will only appear if *no* 'Descriptional' matches are found. When no 'Descriptional' matches are made, eLibrary performs a keyword search in GSA Advantage to try and identify possible matches. eLibrary evaluates the categories of the GSA Advantage results, and lists these possible categories in the Keyword matches section.   For example, you search for "palm pilot". No 'Description' matches are found because the words "palm pilot" are not found in title or description of any category, so eLibrary will automatically performs a search on GSA Advantage for the keywords "palm pilot". If matches are found, the source and category of the match in GSA Advantage will be listed in the Keyword matches section. NOTE: The keyword search is only applicable to Federal Supply Schedules and IDIQs, GWACs and Technology contracts are not available in GSA Advantage, thus they are not included in the keyword search.

Schedule Summary

The Schedule Summary provides a dynamic look at the active categories under a particular acquisition solution.

Schedule Contact

If you have any questions or need more information pertaining to an acquisition solution, please use the contact information provided at the top-left of this page.

GSA Contracts Online

The Contracts Online box provides instant access to the latest contract clauses contained in MAS solicitations as well as specific contract terms and conditions. This feature is only available for GSA Federal Supply Schedules.

FedBizOpps

This FedBizOps box provides a link directly to the current solicitation summary on FedBizOpps.

Download all contractors for this Category (Excel)

If you would like to download all the businesses under a specific source, please use the provided "Download Contractors (Excel)" link.

Contractor Listing

The Contractor Listing page provides a current listing of all available businesses under contract in the selected category. The listing is sorted alphabetically by 'Contractor' name (default); however you may also sort by 'City, State'.

Download Contractors

If you would like to download all the businesses under this category, we provide the link "Download Contractors (Excel)".

Display box

The Display box provides a quick way to refine or limit the business listing by socio-economic indicators. Simply select the indicator(s) from the scroll box and click "GO". To select multiple indicators, hold down the "CTRL" key while clicking the indicators.   NOTE: eLibrary uses "*and*" logic when multiple indicators are selected, so only businesses listed with *all* the indicators you select will be returned.

To reset the listing (show all businesses), select "All Socio-Economic Indicators" from the scroll box, or remove the indicator individually by clicking the next to the indicator in the 'Display limited to:' section.

Column definitions

Contractor: the official business name of the contractor. For more information on the business, click the name to go to the *Contractor Information* page.

Cooperative Purchasing : if this icon displayed, the business is authorized to sell Cooperative Purchasing products/services to State and Local Government entities in accordance with Section 211 of the E-Government Act of 2002 and the Local Preparedness Acquisition Act.

Disaster Purchasing : if this icon is displayed, the business is authorized to sell Disaster Purchasing products/services to State and Local Government entities in accordance with Section 833 of the John Warner Defense Authorization Act of 2007 and the Federal Supply Schedules Usage Act of 2010.

Contract #: the official contract number awarded to the business.

Phone: the corporate phone number recorded for this business.

City/State: the headquarters location of the business. If the business headquarters is outside the United States, the country name is also displayed in this column.

Socio-Economic: denotes the Socio-Economic indicators associated with the business *at the time of contract award*.

> s   small business
> o   other than small business
> w   woman owned business
> wo   women owned small business (WOSB)
> ew   economically-disadvantaged women owned small business (EDWOSB)
> v   veteran owned small business
> dv   service disabled veteran owned business
> 8a   SBA certified 8(a) firm
> h   SBA certified HUBZone firm

Contractor T&Cs/Pricelist: this document is provided by the contractor for GSA Advantage, and usually contains the contract terms and conditions, price lists, and information about the business.

View Catalog: If the business has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either: 1) if products - a listing of all products available for the contractor under this contract, or 2) if services – the same document provided under the column **Contractor T&Cs/Pricelist**. NOTE: this feature is not available for GWAC or Network Services & Telecommunications contractors because they are not loaded to GSA Advantage.

Get Quotes - eBuy

If you are interested in using eBuy to create a request for quote (RFQ) under the category being displayed, click on the "Get Quotes" image and you will be forwarded to eBuy to begin the process.

GSA e-Buy! E-Buy is an electronic request for quote (RFQ) system designed to provide Federal and State & Local government buyers with an easy-to-use tool for preparing RFQs for services and products offered through the Federal Supply Schedules Program. In a couple easy steps, the RFQ created in eBuy will be electronically posted in eBuy and sent directly to Schedule contractors you select. These businesses will have an opportunity to provide online quotes for the specified services/products under the RFQ. NOTE: you may find that some of the businesses listed in eLibrary are not available in GSA eBuy. We continue to work with companies to obtain full participation. We apologize for any inconvenience.

Access to eBuy
GSA eBuy requires a login and password to use the system. eBuy uses the same user id/password as GSA Advantage. If you have never registered on eBuy or GSA Advantage, select "Register for a User ID and password".

Contractor Information

The Contractor Information page provides details about a business. If the business has additional Schedule, GWAC, or Network Services & Telecommunications contracts with GSA or VA, eLibrary will list these contracts (with matching DUNS only) on this page.

Contractor Information Definitions

Contract #: the official contract number awarded to the business.
Contractor: the official business name of the contractor.
Address: the headquarters location of the business. NOTE: If the contractor's headquarters is outside the United States, the country name is also displayed.
Phone: the corporate phone number for this business.
E-Mail: the business email address.
Web Address: the website for the business
DUNS: the Dun & Bradstreet number assigned to the business.
NAICS: the North American Industry Classification System (NAICS) assigned to the contract.
Socio-Economic: displays the socio-economic indicators associated with the business at the time of contract award.
EPLS: GSA eLibrary automatically checks to see if a business is found on the System for Award management (SAM)/Excluded Parties List System (EPLS). If the business "*is*" found on the SAM/EPLS system, it is advised that you review the exclusion in SAM.

> Federal Acquisition Regulation, FAR 9.405-1 recognizes, in most cases, that customers should not place orders with Federal Supply Schedule (FSS) contractors who are debarred, suspended, or proposed for debarment. Before soliciting offers, and placing orders under Federal Supply Schedule contracts, blanket purchase agreements, or basic ordering agreements, customers are reminded it is their responsibility to check the EPLS, https://www.epls.gov, for potential

excluded parties. *FAR 9.405 hyperlink points to:
http://www.acquisition.gov/far/current/html/Subpart%209_4.html#wp1083348

Gov't Point of Contact: for specific questions about the contract or contractor, please call or email the person listed.

Contract Clauses/Exceptions: connects to GSA Contracts Online which provides the ability to view/print all of the clauses and exceptions for the contract.

Contract column definitions

Source: the Schedule, GWAC, or Network Services & Telecommunications number.

Title: the name of the Schedule, GWAC, or Network Services & Telecommunications contract.

Contract Number: the official contract number awarded to the business.

Contractor T&Cs/Pricelist: this document is provided by the contractor for GSA Advantage, and usually contains the contract terms and conditions, price lists, and information about the business

Contract End Date: identifies the date the contract ends.

Category: identifies all the Special Item Numbers (SIN), the Types, or Functional Areas covered by the Schedule, GWAC, or Network Services & Telecommunications contract.

Cooperative Purchasing COOP PURCH : if this icon displayed, the business is authorized to sell Cooperative Purchasing products/services to State and Local Government entities in accordance with Section 211 of the E-Government Act of 2002 and the Local Preparedness Acquisition Act.

Disaster Purchasing DISAST PURCH : if this icon is displayed, the business is authorized to sell Disaster Purchasing products/services to State and Local Government entities in accordance with Section 833 of the John Warner Defense Authorization Act of 2007 and the Federal Supply Schedules Usage Act of 2010.

View Catalog: If the business has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon GSA Advantage! will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either: 1) if products - a listing of all products available for the contractor under this contract, or 2) if services – this link goes to the same document on GSA Advantage as available under the column **Contractor T&Cs/Pricelist**.

For Contractors

How to change your business information

GSA eLibrary displays the current information recorded to the GSA contract database. If any of this information is incorrect, please follow the appropriate correction procedures below.

Updating your Contractor Name or Address

The contractor name and address displayed on GSA eLibrary reflect information recorded to the System for Award Management (SAM). GSA receives a data feed from SAM each day.

Steps to correcting:
1. Update your information on the SAM system. Visit the SAM website.
2. You must then go into the eMod system and initiate a Mod to your contract.
3. Once the Mod is approved by your Govt Contracting Officer, we will update the information in our systems. Note: please allow 72 hours for systems to update.

Updating your Telephone Number

Federal Supply Schedule contractors

The phone number displayed on GSA eLibrary comes from one of two sources:

1. *Your GSA Advantage Catalog File* - If you have submitted an electronic catalog to GSA Advantage, your Contract Administrator phone number will be displayed in eLibrary.
   - *To update* - you must submit a catalog file update. Note - correcting your catalog file will update your phone number on GSA eLibrary, GSA eBuy and GSA Advantage.
2. *GSAs Internal databases* - If your catalog is not yet available on GSA Advantage, eLibrary will use the telephone number recorded to our internal contract database.
   - *To update* - notify your Government Contracting Officer of the changes. The Contracting Officer will update internal databases with the new number.

GWAC, Network Services and Telecommunications contractors

GWAC, Network Services and Telecommunications will display the telephone number recorded to our internal contract database. Contact your Government Contracting Officer to update your information.

Updating your e-mail or Web Address

Federal Supply Schedule contractors - the e-mail and Web address displayed on eLibrary comes from one of two sources:

3. *Your GSA Advantage Catalog File* - If you have submitted an electronic catalog to GSA Advantage, the email and web address contained in your electronic catalog file will be used.
   - *To update* - you must submit a catalog file update. Note - correcting your catalog file will update your e-mail or Web address on GSA eLibrary, GSA eBuy and GSA Advantage.
4. *GSAs Internal databases* - If your catalog is not yet available on GSA Advantage, eLibrary will use the e-mail and web address recorded to our internal contract databases.
   - *To update* - notify your Government Contracting Officer of the changes. The Contracting Officer will update internal databases with the new e-mail or Web address.

GWAC, Network Services, and Telecommunications contractors

GWAC, Network Services and Telecommunications will display the email and web address recorded to our internal contract database. Contact your Government Contracting Officer to update your information.