



# **GSA eLibrary Help Guide**

**V9.2**

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# What is GSA eLibrary?

The General Services Administration (GSA) and Department of Veterans Affairs (VA) offer a wide range of acquisition solutions available to 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.

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

GSA eLibrary contains the latest contract award information from the following acquisition solutions:

- GSA Multiple Award Schedule
- 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](mailto:GSA.Advantage@gsa.gov) or call Customer Service at 1-877-472-3777, option 2.

## Searching on eLibrary

While the basic search tool is the most widely used function on GSA eLibrary, there are several additional tools and features of eLibrary that can help you find acquisition solutions for your procurement needs.

### 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. **Total Solution Search** – this tool provides the ability to identify "total solution" providers for complex requirements. Basically, it provides the ability to select various Federal Supply Schedules and Special Item Numbers (SINs) and return contractors 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 contractor 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 contractors available to sell to State and Local Government entities is provided.

## 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 available to 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** - starting 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 contractor 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* 'Descriptive' matches are found. When no 'Descriptive' 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 'Descriptive' matches are found because the words "palm pilot" are not found in title or description of any category, so eLibrary will automatically perform 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 the *Schedule Summary* page.



while clicking the indicators. NOTE: eLibrary uses “*and*” logic when multiple indicators are selected, so only contractors listed with *all* the indicators you select will be returned.

To reset the listing (show all the contractors), 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 about this contractor, click the name to go to the *Contractor Information* page.
- Cooperative Purchasing** ..... if this icon  is displayed, the contractor 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 contractor 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 contractor.
- Phone** ..... the corporate phone number recorded for this contractor.
- City/State** ..... the headquarters location of the contractor. If the contractors’ 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 contractor *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 as a requirement of GSA Advantage, and usually contains the contract terms and conditions, price lists, and information about the contractor.
- View Catalog** ..... If the contractor 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 eBuy](#), a component of GSA Advantage, is an online Request for Quote (RFQ) tool used by Federal, State, and Local government agencies to request quotes for a wide range of commercial supplies (products) and services under the following acquisition vehicles:

- **GSA and VA Multiple Award Schedules** – also referred to as Federal Supply Schedules
- **Technology contracts**
- **Governmentwide Acquisition Contracts (GWACs)** – innovative, cost effective solutions for information technology (IT) requirements.
- **Network Services and Telecommunications contracts** – solutions for your agency's communications infrastructure and network needs.
- **Blanket Purchase Agreements** – GSA has developed several MAS BPAs that leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand.
- **Federal Strategic Sourcing Initiative contracts** - Strategic sourcing is the structured and collaborative process of critically analyzing an organization’s spending patterns to better leverage its purchasing power, reduce costs, and improve overall performance.

### Access to eBuy

GSA eBuy requires an account to use the system. eBuy uses the same account as GSA Advantage. If you do not have an eBuy/GSA Advantage account, simply create an account by selecting "Register".

## Contractor Information

The Contractor Information page provides details about a contractor. If the contractor has additional contracts with GSA or VA, eLibrary will list the contracts that have a matching DUNS on this page.

### Contractor Information Definitions

- Contract #** ..... the official contract number awarded to the contractor.
- Contractor** ..... the official business name of the contractor.
- Address** ..... the headquarters location of the contractor. NOTE: If the contractor’s headquarters is outside the United States, the country name is also displayed.
- Phone** ..... the corporate phone number for this contractor.
- E-Mail** ..... the contractor email address.
- Web Address** ..... the website provided by the contractor.
- DUNS** ..... the Dun & Bradstreet number assigned to the contractor.

- NAICS** ..... the North American Industry Classification System (NAICS) assigned to the contract.
- Socio-Economic** ..... displays the socio-economic indicators associated with the contractor at the time of contract award.
- EPLS** ..... GSA eLibrary automatically checks to see if a contractor is found on the System for Award Management (SAM)/Excluded Parties List System (EPLS). If the contractor *“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](http://www.acquisition.gov/far/current/html/Subpart%209_4.html#wp1083348)
- Gov 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 contractor.
- 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 contractor.
- Current Option Period End Date** ... identifies the current contract option period end date.
- Ultimate Contract End Date** ..... identifies the scheduled completion date of the contract if all options are exercised.
- 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** ..... if this icon  is displayed, the contractor 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 contractor 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 contractor 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 – this link goes to the same document on GSA Advantage as available under the column **Contractor T&Cs/Pricelist**.

## For Contractors

### Updating 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 and processes a data feed from SAM each night.

**Steps to updating:**

1. Visit the [SAM](#) website and update your information.
2. You must then go into the [eMod](#) system and initiate a Mod to your contract.
3. Once the Mod is approved by the Government Contracting Officer, we will update the information in our systems. Note: please allow 72 hours for our 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 is displayed on eLibrary.
  - *To update* - you must submit a GSA Advantage catalog update via SIP/EDI. Note - updating the Contract Administrator phone number in your catalog file will update your company phone number on GSA eLibrary, GSA eBuy and GSA Advantage.
2. **Internal Contract database** - If you *do not* have a catalog on GSA Advantage, eLibrary will use the telephone number recorded by your CO in the internal contract database.
  - *To update* - notify your Government CO of the new phone number so they can update the contract database.

#### GWAC, Network Services and Telecommunications contractors

GWAC, Network Services and Telecommunications will display the telephone number recorded on the internal contract database. Please contact your Government CO to update your information.

## Updating your email or Web Address

### Federal Supply Schedule contractors

The e-mail and Web address displayed on eLibrary comes from one of two sources:

1. **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 GSA Advantage catalog update via SIP/EDI. Note - updating this information will update your company email and/or web address on GSA eLibrary, GSA eBuy and GSA Advantage.
2. **Internal contract database** - If your catalog is not yet available on GSA Advantage, eLibrary will use the email and web address recorded by your CO in the internal contract database.
  - *To update* - notify your Government CO of the changes so they can update the contract database.

### 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.