

GSA eLibrary Help Guide

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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 or BPA award information from the following acquisition solutions:

- GSA Multiple Award Schedule (MAS)
- VA Federal Supply Schedules (FSS)
- Governmentwide Acquisition Contracts (GWACs)
- Multi-Agency Contracts (MACs)
- Technology Contracts
- Federal Strategic Sourcing Initiative (FSSI) Solutions
- Strategically Sourced Blanket Purchase Agreements

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.

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 identify acquisition solutions and contractors to meet your procurement needs.

Exploring eLibrary:

- 1. **Search box** enter keywords that best describe what you are looking for. eLibrary will scan through acquisition solution titles, descriptions, numbers, as well as business names to find matches.
- 2. Quick Search this drilldown provides a quick method to jump to a specific contract vehicle.
- 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 Schedules and Special Item Numbers (SINs) and return contractors that have contract coverage under the selected schedule/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** if you are looking for a solution in a particular business sector, but are not sure of the category (SIN), this guide works like a drilldown to help you identify the specific categories in that sector.
- 6. Schedule contracts this section provides important information on GSA and VA Federal Supply Schedules.
- 7. **Technology contracts** this section provides information and a link to all of the 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 as well as an FAQ.

Search Tips

To help you with your searches on eLibrary, we encourage reading through these suggestions and tips.

- Search using generalized and simple keywords.
 - In most cases, the titles and descriptions for categories are very broad and do not include specific items or services available.
 - 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'.
 - 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. i.e. if looking for 'oil clean up services', just enter 'clean up'.
- All keywords entered <u>must be found in the same solution</u> to be considered a match. i.e. if I search for "marketing research", both the terms "marketing" and "research" must be found in the name/description of the category for it to be declared a match.
- Searching is not case sensitive. i.e. "Marketing" and "marketing" will yield the same results.
- Basic stemming rules are used. i.e. variations of the word 'sample' (samples, sampling) will yield the same results.
- eLibrary *does not* allow Boolean operators such as AND or NOT.

Search Results Summary

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
- Keyword matches

Description Matches

Description matches contain a list of the solutions that match the keywords entered. For a category to appear, <u>all of the keywords must be found</u> in the numbers, titles, or descriptions of that specific category.

gsa <mark>eLik</mark>	orary	GSA Federal Acquisition Service Home eBuy - quotes GSA Advantage - online shopping Hel
		Search:
Search R	esults Summa	ry
Search Crit	eria: marketin	g research
Instructio contractors		urce number to view a list of categories. Click the category number (i.e. SIN) to view a list of
Dese	ription m	atches
Source	Description	
MAS		rd Schedule - Available offerings include commercial goods and services organized by 12 Large corresponding Subcategories, and SINs.
	Professiona	Services - Marketing and Public Relations
	Category	Description
	541910	Marketing Research and Analysis - Services include customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in

Example: a search for "marketing research", found the Category 541910 that contained both the keywords "marketing" and "research" in the title and/or description of the category.

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.

D Con	tractor/Manufacturer matches
Source	Description
MAS	Multiple Award Schedule - Available offerings include commercial goods and services organized by 12 Large Categories, corresponding Subcategories, and SINs.
	Contractors ABC 100 Marketing Inc. [GS-99F-9999W] Marketing People Company [GS-XXF-XXXXZ]
	Manufacturers Helpful Markeing Community

Example: a search for "marketing" found contractors and manufacturers with the keyword in their name.

Keyword Matches

The Keyword matches section will only appear if no 'Descriptional' matches are found.

When there are no 'Descriptional' matches found in eLibrary, a keyword search is launched against the GSA Advantage database to try and identify possible matches. If matches are found on GSA Advantage, eLibrary will return the "category" where the products or services are classified under.

() Kow	word mate	boo The following many he provide matches for the low mands actioned. A second way			
conducted	on GSA Advant	hes - The following may be possible matches for the keywords entered. A search was age to identify possible matches.			
Source	Description				
MAS		rd Schedule - Available offerings include commercial goods and services organized by 12 Large corresponding Subcategories, and SINs.			
	Industrial Pr	oducts and Services - Hardware and Tools			
	Category	Description			
	333TOOL	Tools (Powered and Non-Powered), Tool Kits, Tool Boxes and Accessories - Tools powered and non-powered, tool kits, tool boxes and accessories including but not limited to: general maintenance, vehicle, system specific, aircraft system specific, repair, cable, master, pinch pin, metric, standard, Society of American Engineers (SAE), mechanic, heavy equipment, diesel, industrial, impact, pneumatic, electrical, machinists, HVAC, gear, plumbing and soldering.			
	332510C	Hardware Store, Home Improvement Center, Industrial or General Supply Store, or Industrial Maintenance Repair and Operations (MRO) Distributor - Catalog - Products and equipment including but not limited to: flooring, fencing, hardware, building materials, tools, appliances, electric, paint, plumbing, lawn and garden, motors, shop, machining, welding, material handling; carts, trucks and dock; HVAC, cleaning and irrigation, equipment. These items must meet government requirements for "energy-efficiency" or Green (Energy Star or Federal Energy Management Program (FEMP)-designated), water-efficient, products, and/or the use of non-ozone depleting substances, as applicable to product groups with designation.			

Example: a keyword search for "claw hammer" does not return any Description or Contractor/Manufacturer matches, however, matches were found on GSA Advantage and the category where the products/services are listed as possible matches. NOTE: The keyword search is only applicable to GSA/VAFederal Supply Schedules and IDIQs. GWACs and Technology contracts are not available in GSA Advantage, thus will not appear in the keyword matches.

Schedule Summary

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

gs∧ <mark>eLibra</mark> i	GSA Federal Acquisition Service Home eBuy - quotes GSA Advantage - online shopping Help
	Search: all the words
Schedule Su For general questic FAS National Custo Phone: 1-800-488: E-mail: ncsccuston	ns, contact: mer Service Ctr
MAS	Multiple Award Schedule - Available offerings include commercial goods and services organized by 12 Large Categories, corr Subcategories, and SINs.
	GSA Contracts Online Federal Buyers View Contract Clauses >> MAS Category list:
	Download Contractors (Excel)
Facilities - Fac	ilities Maintenance and Repair
Category	Description
561210FAC	Facilities Maintenance and Management - 561210FAC Includes all services related to the complete operations, maintenance and federal real property. Real property could include stand-alone facilities and structures such as hospitals and federal buildings to multi-facility complexes such as DoD military installations. Services can be ordered individually or in combination. Typical maint services include: elevator, HVAC, electrical, plumbing, septic, fire alarm/fire suppression, energy management control systems water distribution sentic telephone water tanks, renewable energy systems, waste management, recycling, etc. This SIN control systems.

Solution Contact Information

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.

GSA Contracts Online

A link is provided on the Schedule Summary page to GSA Contracts Online. GSA Contracts Online provides instant access to the latest MAS solicitation contract clauses, as well as specific contract terms and conditions. NOTE: this feature is <u>only available for the GSA Multiple Award Schedule</u>.

SAM.gov

A link to SAM.gov provides direct access to the current solicitation.

Download Contractors

The 'Download Contractors' link provides the ability to download all of the contractors currently under the solution selected. The file produced is in Excel format and the data is arranged in individual columns to allow for easy sorting.

																	(only		io-Economic codes will a			t)			
												Period	Ultimate Cont				Owned		Women Owned (EDWOSB)	Owned	Service Disabled Veteran Owned			Hub Zone	State & Loca
Large ategory	Sub Category	Source	Cat Ve	endor C	Cont# A	dd 1 Ad	ld 2 City	State Z	p Cntry	Phone	Email URL	End Date	End Date	SAM UEI	s	0	w	wo	ew	v	dv	d	8a	h	Purch Purch

Contractor Listing

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

	GSA Federal Acquisit	tion Service			Home eBuy - quo	tes GSA Advan	ntage - online shop	oping Help
						Search:	all the w	vords 🗸 🖸
C								
	uctor Listing							
AS Nationa	al Customer Service Ctr						6	eBuy
hone: 1-800	0-488-3111 customer.service@gsa.gov							
finder, reader	Lustonielisel intelligiseligion						Get Quote:	
MAS	Multiple Award Schedule							
Facilities -	- Facilities Maintenance and Repair							
Category	Description							
561210F	AC Facilities Maintenance and Management 561. property could include stand-alone facilities Services can be ordered individually or in coll services can be ordered individ	and structures such a mbination. Typical m	as hospitals and f aintenance service	federal buildings to ces include: elevat	o large, multi-facility con or, HVAC, electrical, plur	nplexes such as mbing, septic, fi	DoD military in ire alarm/fire su	ppression
561210F	property could include stand-alone facilities a	and structures such a mbination. Typical m), water distribution, ant solutions such as	as hospitals and f aintenance servic septic, telephon to fulfill a requir	federal buildings to ces include: elevat e, water tanks, re ement for adequat	o large, multi-facility con cor, HVAC, electrical, plur newable energy systems te staff/personnel to help	nplexes such as mbing, septic, fi , waste manage	DoD military in ire alarm/fire su ement, recycling	ppression , etc. This
	property could include stand-alone facilities a Services can be ordered individually or in co- energy management control systems (EMCS SIN can also be used for facilities manageme addition, this SIN provides a complete array	and structures such a mbination. Typical m), water distribution, ant solutions such as of facilities consultin	as hospitals and f aintenance servic septic, telephon to fulfill a requir g and facilities as play: All Socio-Economic	federal buildings to ces include: elevat e, water tanks, re ement for adequat ssessment service	o large, multi-facility con cor, HVAC, electrical, plur newable energy systems te staff/personnel to help	nplexes such as mbing, septic, fi , waste manage o manage federa	DoD military in ire alarm/fire su ement, recycling	istallations ippression, g, etc. This tions. In
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465 contr Download Contractor	property could include stand-alone facilities : Services can be ordered individually or in coi energy management control systems (EMCS SIN can also be used for facilities manageme addition, this SIN provides a complete array ractors	and structures such a mbination. Typical m), water distribution, ant solutions such as of facilities consultin	as hospitals and 1 alntenance servit septic, telephon to fulfill a requin g and facilities a: mail Business Woman Owned Bu Hold the 'Ctrl' k	Federal buildings tr ces include: elevat e, water tanks, rei ement for adequat ssessment service indicators siness lev to select all that app Phone	o large, multi-facility con tor, HVAC, electrical, plur newable energy systems te staff/personnel to help s.	nplexes such as mbing, septic, waste manage manage federa Sear Socio- Economic	: DoD military in Ire alarm/fire su ement, recycling al facility operat rch Contractor T Contractor T&CS /Pricelist	view Catalc
465 contr Download Contractor ABC COMI	property could include stand-alone facilities : Services can be ordered individually or in coi energy management control systems (EMCS SIN can also be used for facilities manageme addition, this SIN provides a complete array ractors I Contractors (Excer)	and structures such a mbination. Typical m), water distribution, ant solutions such as of facilities consultin Dis	as hospitals and 1 alntenance servi septic, telephon to fulfill a requin g and facilities a: "Small Business Woman Cuned Bu Hold the 'Ctrl' k Contract # 47QSHA999999D	Federal buildings tr ces include: elevat e, water tanks, rei ement for adequat ssessment service cinicators siness ey to select all that app Phone 703-777-774	o large, multi-facility con tor, HVAC, electrical, plur newable energy systems te staff/personnel to help s. City, State ARLINGTON, VA	nplexes such as nbing, septic, fi , waste manage o manage federa Sear Socio- Economic s/dv	: DoD military in ire alarm/fire su ement, recycling al facility operat rch Contractor T Contractor T&Cs /Pricelist	stallations ppression, g, etc. This tions. In <u>&Cs/Pricel</u>

Download Contractors

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

Socio-economic Display

To quickly refine or limit the contractor listing by socio-economic indicator(s), simply select the indicator(s) from the scroll box and click "GO". NOTE: eLibrary uses "and" logic when multiple indicators are selected, so only contractors with <u>all</u> the selected indicators 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 Anext 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 the Cooperative Purchasing Function is displayed, the contractor has opted to sell Cooperative Purchasing products/services to State and Local Government entities,
	in accordance with 40 U.S.C. 502(c). Note: The term "State and Local government"
	includes any State, local, territorial, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education).
Disaster Purchasing	if the Disaster Purchasing icon PURCH is displayed, the contractor has opted to sell
	Disaster Purchasing products/services to State and Local Government entities in
	accordance with 40 U.S.C. 502(d). Note: The term "State and Local government"
	includes any State, local, territorial, or tribal government, or any instrumentality

official contract number awarded to the contractor. corporate phone number recorded for this contractor. official <u>headquarters</u> location for the contractor. If the contractors' adquarters is outside the United States, the country name is also displayed in this
umn.
otes the Socio-Economic indicators associated with the contract.
small business
other than small business
woman owned business
women owned small business (WOSB)
economically-disadvantaged women owned small business (EDWOSB)
veteran owned small business
service disabled veteran owned business
SBA certified small disadvantaged business
SBA certified 8(a) firm
8(a) Sole Source Pool
SBA certified HUBZone firm
Tribally Owned Firm
American Indian Owned
Alaskan Native Corporation Owned Firm
Native Hawaiian Organization Owned Firm
document is provided by the contractor as a requirement of GSA Advantage, d usually contains the contract terms and conditions, price lists, and information but the contract.
 a A Advantage' icon GSA Advantage! will be displayed. By clicking this image link, this execute a search against GSA Advantage. Depending on whether the category is duct or service related, GSA Advantage will return either: For products - a listing of all products available for the contractor under this contract. For Services – GSA Advantage will return the same Contractor Ts&Cs/Pricelist available on eLibrary.

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.

<u>GSA eBuy</u>, 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
- Technology contracts
- Governmentwide Acquisition Contracts (GWACs)
- Network Services and Telecommunications contracts
- Blanket Purchase Agreements
- Federal Strategic Sourcing Initiative contracts

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, please visit <u>GSA Advantage</u>, and select "Register" from the top menu.

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 Unique Entity Identifier (UEI) 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.
UEI	SAM-generated unique Entity ID assigned to the contractor.
NAICS	North American Industry Classification System code 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). <u>FAR 9.405-1(a)(2)(ii)</u> prohibits ordering activities from placing orders with companies who are debarred, suspended, or proposed for debarment, unless the agency head makes a written determination of the compelling reasons for doing so.
Gov Point of Contact	for any specific questions about the contract or contractor, please call or email the person listed.
Contract Clauses/Exceptions	link connects to GSA Contracts Online which displays specifics about the clauses and exceptions for the contract, and the ability to print the information.

Contract Column Definitions

Source	the Contract Vehicle, such as Schedule, GWAC, MAC, BPA, or Network Services & Telecommunications vehicle.
Title	the name of the Schedule, GWAC, MAC, BPA, 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 ultimate completion date of the contract if all options are exercised.
Category	identifies the Special Item Numbers (SINs) or Functional Areas covered by the Schedule, GWAC, MAC, BPA, o <u>r Ne</u> twork Services & Telecommunications contract.
Cooperative Purchasing	if the Cooperative Purchasing Purchicon is displayed, the contractor has opted to sell

	Cooperative Purchasing products/services to State and Local Government entities, in accordance with 40 U.S.C. 502(c). Note: The term "State and Local government" includes any State, local, territorial, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education).
Disaster Purchasing	if the Disaster Purchasing icon Purch is displayed, the contractor has opted to sell
	Disaster Purchasing products/services to State and Local Government entities in accordance with 40 U.S.C. 502(d). Note: The term "State and Local government" includes any State, local, territorial, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education).
View Catalog	if the contractor has products/services available for ordering on <u>GSAAdvantage</u> , a
	'GSA Advantage' icon GSA Advantagel will be displayed. By clicking this image link, this
	will execute a search against GSA Advantage. Depending on whether the category is
	product or service related, GSA Advantage will return either:
	1) For products - a listing of all products available for the contractor under this
	contract.
	For Services – GSA Advantage will return the same Contractor
	Ts&Cs/Pricelist available on eLibrary.

For Contractors

Updating Contractor Name or Address

For the GSA MAS schedule, the contractor name and address displayed on GSA eLibrary reflect information recorded to the System for Award Management (SAM). GSA receives and processes data from SAM each night.

Steps to updating Name and Address:

- 1. Visit the <u>SAM</u> 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 a catalog/pricelist on GSA Advantage, eLibrary will display the Contract Administrator phone number submitted in your electronic catalog.
 - 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. GSA's Internal Contract system if you do not have a catalog/pricelist on GSA Advantage, eLibrary will use

the telephone number recorded in GSA's internal contract database.

• To update - please notify your Government CO of the new phone number so they can update the contract database.

GWAC, MAC, and Network Services and Telecommunications contractors

GWAC, MAC, and Network Services and Telecommunications will always display the telephone number recorded in GSA's internal contract database. Please contact your Government CO to update your information.

• To update - please notify your Government CO of the new phone number so they can update the contract database.

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. **GSA's Internal contract system** if you do not have a catalog/pricelist on GSA Advantage, eLibrary will use the email and web address recorded in GSA's internal contract database.
 - To update please notify your Government CO of the changes so they can update the contract database.

GWAC, MAC, and Network Services, and Telecommunications contractors

GWAC, MAC, and 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.

• To update - please notify your Government CO so they can update the contract database.