

GSA eLibrary Help

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 provides a centralized online source for the latest contract award information from:

- GSA Federal Supply Schedules
- VA Federal Supply Schedules
- Governmentwide Acquisition Contracts
- Technology Contracts
- Assisted Acquisition Services
- Strategically Sourced Blanket Purchase Agreements

GSA eLibrary was created to help customers research and identify commercial businesses that provide high quality products and services offered under GSA and VA acquisition solutions. eLibrary is updated nightly so you can be assured that you are seeing the most accurate and up-to-date award information.

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

A search on eLibrary is easy: just type the keywords that best describe what you are looking for. eLibrary scans acquisition solution titles, descriptions, numbers, and company names to find matches.

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

Facts that may help in searching

- In most cases, the acquisition solutions are arranged in generalized categories and do not specifically list all products and services available.
- Every word entered will be used to locate a match.
- All keywords entered must be found in the 'same' solution to be considered a match.
- eLibrary is not case sensitive.
- Basic stemming rules are used; i.e. variations of the word 'sample' (samples, sampling) would yield the same results.
- 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

Additional Search Tools 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 the proper acquisition solution(s).

Cross Schedule Search

The Cross-Schedule Search tool provides the ability to identify "total solution" providers for complex multi-schedule requirements. Basically, it provides the ability to select multiple Federal Supply Schedules and Special Item Numbers (SINs) and return the companies that have contract coverage under all of the selected schedules/SINs. Note: This search tool is limited to Federal Supply Schedules.

Contractor Directory (a-z)

If you already know the name of the company name, or maybe you only know what letter the company started with, eLibrary provides an alphabetical listing of every company in our database. Simply click on the "Contractor Directory (a-z)" link from the eLibrary homepage (beneath the search box).

Category Guide

The Category Guide provides a drilldown approach to locating acquisition solutions. Occasionally, GSA adds specialty/seasonal categories such as "Spring/Summer" or "Hurricane Response Supplies & Services".

Quick Schedule

The Quick Schedule provides instant access to a specific acquisition solution without performing a search.

Schedule Contracts

This section provides a complete list of all active GSA and VA Federal Supply Schedules as well as links to important program information.

Technology Contracts

The Technology Contracts section provides a complete listing of all Information Technology solutions available by GSA

State and Local Governments

State and Local Governments can use GSA eLibrary to identify contractors participating in the Cooperative Purchasing and Disaster Recovery Purchasing programs.

Search Results

The results of your searches will appear on the Search Results Summary page. This page is separated into three possible sections: Description matches, Contractor/Manufacturer matches, and Keyword matches.

Description Matches

The Description matches section lists the categories that match the search criteria 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 matches 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 "electronics" 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. NOTE: The keyword search is only applicable to Federal Supply Schedule items, GWACs and Technology contracts are not available in GSA Advantage, thus they are not included in the keyword search.

Example: On eLibrary 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. eLibrary automatically performs a search on GSA Advantage for the keywords "palm pilot" and lists the categories (of the Advantage results) in the Keyword matches section.

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.

GSA Contracts Online

Contracts Online provides 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

GSA eLibrary 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 contractors under a specific source, we provide the link "Download Contractors (Excel)".

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 contractors under a specific category, we provide the link "Download Contractors (Excel)".


Display


The Display feature allows you to refine or limit the listing by socio-economic indicators. Simply select the indicators from the scroll box and click "GO". To select multiple indicators, hold down the "CTRL" key while clicking the indicators. Please note that eLibrary uses "and" logic when multiple indicators are selected, so only businesses 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.

Contractor Listing 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 displayed, the company is authorized to sell to State and Local Governments.

Disaster Recovery  : if displayed, the company is authorized to sell to State and Local Governments.

American Recovery and Reinvestment Act (ARRA)  : Contractor has accepted Recovery Act terms and conditions, and reporting requirements, and is eligible to fulfill American Recovery and Reinvestment Act (ARRA) orders.

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

Phone: the corporate phone number for this company.

City/State: the headquarters location of the company. NOTE: If the contractor's 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 company *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: provided by the contractor, this document usually contains the contract terms and conditions, price lists, and information about the company. NOTE: this document is not available for GWAC or Network Services & Telecommunications contractors because they are not on GSA Advantage.

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, you will execute a search against GSA Advantage for all items provided by the contractor under this contract. GSA Advantage allows the Federal government to order using a SmartPay government purchase card or GSA AAC/DODAAC .

Get Quotes - eBuy

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 contractors will have an opportunity to provide online quotes for the specified services/products under the RFQ. NOTE: you may find that some of the companies listed in eLibrary are not available in GSA eBuy. We continue to work with companies to obtain full participation. We apologize for any inconvenience.

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

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 company 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.

Company Information Definitions

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

Contractor: the official business name of the company.

Address: the headquarters location of the company. NOTE: If the contractor's headquarters is outside the United States, the country name is also displayed.

Phone: the corporate phone number for this company.

E-Mail: the company email address.

Web Address: the company website.

DUNS: the Dun & Bradstreet number assigned to the company.

Socio-Economic: displays the socio-economic indicators associated with the company at the time of contract award.

EPLS: GSA eLibrary automatically checks to see if a company is found on the Excluded Parties List System (EPLS). If the company “*is*” found on the EPLS system, it is advised that you check the Status of Contractors in [EPLS](#).

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 Contracting Officer: for specific questions about the contract, contact the government contracting officer listed.

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 company.


Contractor T&Cs/Pricelist: provided by the contractor, this document usually contains the contract terms and conditions, price lists, and information about the company. NOTE: this document is not available for GWAC or Network Services & Telecommunications contractors because they are not on GSA Advantage.

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.

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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, you will execute a search against GSA Advantage for all items provided by the contractor under this contract. GSA Advantage allows the Federal government to order using a SmartPay government purchase card or GSA AAC/DODAAC.

For Contractors

How to change your company information

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

Correcting Your Address

The address displayed on GSA eLibrary reflects the information recorded to the Central Contractor Registration (CCR). GSA receives a data feed from the CCR each day. CCR takes approximately 48 hours to update their information before sending to GSA. After GSA receives the updated information, your Government Contracting Officer must review and approve the changes before the new information will be displayed on eLibrary.

1. Correct your information on the CCR. Visit the CCR website <http://www.ccr.gov> or call CCR Customer Service at 866-606-8220 or 334-206-7828. Available (8am – 8pm EST).
2. Notify your Government Contracting Officer of your changes.

Correcting Your Telephone Number

Notify your Government Contracting Officer of the new telephone number. The Contracting Officer will need to update our internal databases with the new phone number.

Correct your e-mail or Web Address

Federal Supply Schedule contractors

The e-mail and Web address shown on GSA eLibrary may come from one of two possible sources:

1. *Your GSA Advantage Catalog File* - If you have submitted an electronic catalog on GSA Advantage, we use the email and web address from your electronic catalog file.
 - *To correct* - you must submit a catalog file update. Note - correcting your catalog file will update your e-mail or Web address on GSA eLibrary and GSA Advantage.
2. *GSA's Internal databases* - If your catalog is not yet available on GSA Advantage, we use our internal contract databases for this information.

- *To correct* - notify your Government Contracting Officer of the changes. The Contracting Officer will update our internal databases with the correct e-mail or Web address.

[GWAC, Network Services, and Telecommunications contractors](#)

Contact your Government Contracting Officer to update your email or web address. The Contracting Officer will update our internal databases with the correct e-mail or Web address.