



## With GSA's eTools, Acquisition Efficiency is Just a Click Away

GSA offers a suite of integrated online tools to make the acquisition process more efficient for government agencies. These complimentary eTools — **GSAAdvantage!**<sup>®</sup>, **eBuy**, **eLibrary**, **GSA ReverseAuctions**<sup>SM</sup>, and **IT Solutions Navigator** — help you quickly and easily perform market research, request quotes, and purchase the products and services you need.

GSA eTools eliminate paperwork and speed acquisition time, vastly improving productivity. With simplified navigation, more robust search capabilities, and improved product and service information, eTools offer more advantages than ever before. For details, visit [gsa.gov/etools](http://gsa.gov/etools).

### GSA eTools Support Procurement Best Practices

Once you define your requirement:

- Use **GSAAdvantage!**, **eLibrary**, and **eBuy** together to make your market research as comprehensive as possible
- Use **eBuy** to issue, receive, and respond to RFQs/RFPs and easily identify the most technically acceptable contractors
- Obtain best value for taxpayers by using **GSA ReverseAuctions'** highly competitive bidding process to make acquisitions
- Turn to the **IT Solutions Navigator** to find the best vehicle for your IT requirements and expedite IT acquisitions
- Employ **eTools** to support compliance with FAR, NDAA, the Paperwork Reduction Act, and other mandates

Discover the unique benefits of the GSA eTools suite:

### **GSAAdvantage!**<sup>®</sup>

**The Online Marketplace for Government.** **GSAAdvantage!** connects you with nearly 40 million products and services from over 19,000 GSA MAS vendors. Store and update contacts and payment methods, search solutions by keyword or category, compare prices, manage and share your shopping cart, and easily check out. Instant online ordering and direct access to contracts make procurement fast and efficient — saving agency and taxpayer dollars.

**Market research** — Easily compare a product against multiple sources based on price, delivery terms, small business designation, and other features.

**FAR-compliant purchasing** — GSA contracts have been established in full compliance with FAR, so all purchases automatically satisfy FAR requirements.


**State and local procurements** — Non-federal agencies can make purchases with a state or local government-issued charge card. Learn more at [gsa.gov/stateandlocal](http://gsa.gov/stateandlocal).

**Easy order management** — Review your ordering history, find and print purchase orders, reconcile statements, check order status, reorder, cancel orders, and more.

Learn more at [gsaadvantage.gov](http://gsaadvantage.gov)

### **eBuy**

**GSA's Electronic RFQ/RFP System for Complex Requirements and Quantity Discounts.** Easily manage RFQs and RFPs for complex, large-quantity, or high-dollar requirements. Paperless procurement lets you request against multiple categories, select sources, track request history, receive quotes and proposals, and send automatic



award notifications — in one convenient online environment. eBuy is ideal for purchasing customizable services, determining sources of supply, and obtaining quotes against BPAs.

**Section 803 compliance** — eBuy meets FAR requirements and helps you comply with Section 803 of the 2002 National Defense Authorization Act (NDAA) when using Department of Defense funds.

**Set-aside readiness** — Choose if your requirement will be set aside for small business or other small business categories. The RFQ/RFP will be viewable only by contractors with your set-aside designation.

**Real-Time RFQ/RFP management** — Modify or add documentation or comments to your RFQ or RFP while it's still open.

Learn more at [ebuy.gsa.gov](http://ebuy.gsa.gov)

### eLibrary

**Your digital database for the latest GSA contract information.** eLibrary is the most comprehensive online source of current GSA and Veteran Affairs Federal Supply Schedules and GWAC contract-award information. Get instant, easy access to specific contract terms and conditions, determine sources of supply, and search for contractors who meet specific requirements — all in one convenient database, updated daily.

**Simplified source selection** — Easily search against Schedules, GWACs, and network services and telecom contracts for sources of supply. A user-friendly category structure makes it easy to pinpoint vendors who can fulfill specific needs for products and services.

**Information at your fingertips** — View the full list of GSA Schedules and the Special Item Numbers they cover, ordering guidelines and details on Schedules, GWACs and network and telecom contracts, vendor contact information, contract terms and conditions, and the latest contract clauses in MAS solicitations. Plus, find a complete list of vendors offering discounted products and services to state and local agencies.

Learn more at [gsaelibrary.gsa.gov](http://gsaelibrary.gsa.gov)

### GSA ReverseAuctions<sup>SM</sup>

**An Efficient, Cost-Effective Platform for Buying Simple Commodities and Services.** This online platform facilitates RFQs and quote submissions for non-complex procurements through GSA BPAs and MAS contracts. Sellers compete for your business by successively bidding down prices until the auction ends, with the award going to the lowest bidder who meets all solicitation requirements.

**Cost savings** — Vendors compete to offer you the lowest price, reducing the total cost of your acquisition and saving taxpayer dollars.

**Multiple BPAs and Schedules** — Various GSA Schedules, along with BPAs including mobile solutions, tablets, FSSI office supplies, and more are available through GSA ReverseAuctions.

Federal customers, visit [reverseauctions.gsa.gov](http://reverseauctions.gsa.gov)  
State and local customers, visit  
[reverseauctions.gsa.gov/stateandlocal](http://reverseauctions.gsa.gov/stateandlocal)

### IT Solutions Navigator

**Making it Easier to Acquire IT Solutions.** This easy-to-use web portal speeds and simplifies IT acquisitions for federal, state, local and tribal governments. It guides customers in selecting the best solutions from GSA's broad array of IT offerings — enabling mobile access, online help, and a live chat function for real-time customer support.

**Precise contract matching** — Conduct market research and select from a range of IT options to pinpoint the best acquisition vehicle for your needs.

**Step-by-step guidance** — The IT Solutions Navigator walks customers through a simple contract matching process, with customer support available at every stage.

Learn more at [navigator.gsa.gov](http://navigator.gsa.gov)

**For more information, visit [gsa.gov/etools](http://gsa.gov/etools)**