

Glacier Technical Solutions, LLC. Buying From GSA: A Help Sheet

GSA Schedule 84 (Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft, and Emergency/Disaster Response)



Ordering from GSA is easy. Supplies and services are available to Federal and State/Local agencies from a vendor's awarded contract Schedule, and can be accessed from one convenient online location. For direct buys of products and services GSA offers GSA Advantage, an online ordering environment with a shopping cart and checkout process similar to Amazon. For competitive buys with periods of performance, GSA offers GSA eBuy where an entire online RFQ system exists to walk buyers through the process. This help sheet is an overview for GSA Advantage (page 1) and GSA eBuy (page 2).

GSA Advantage Help Sheet

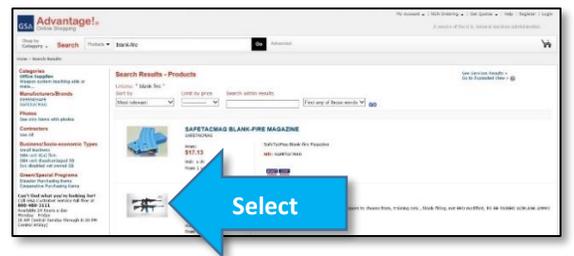
Step 1: In order to buy supplies and services from GSA Advantage, you must register and receive a valid User ID and Password, like Amazon. Click "Register for a user ID and Password link," enter your info and you'll receive an email with your logon info.



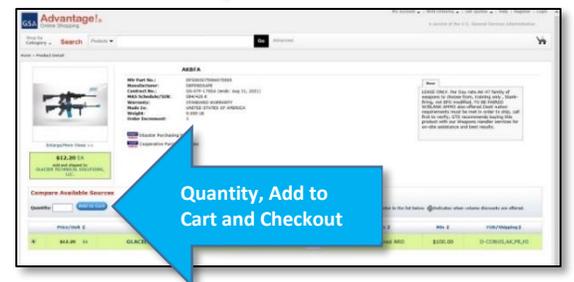
Step 2: Once logged in, type your key words in the Search field. In this example, we're searching for blank-fire weapons to use in our training program using the search criteria "blank-fire," and clicking GO.



Step 3: Once you have located the GTS products you want to buy, click on the image of the item to select. This brings up detailed item description and ordering information.



Step 4: Enter the quantity, click Add to Cart and Checkout. Keep in mind the unit of issue may be non-standard, in this example the quantity is the number of days to lease per weapon, not the number of individual weapons. Click the Add to Cart button when done, and continue shopping or proceed to Checkout.



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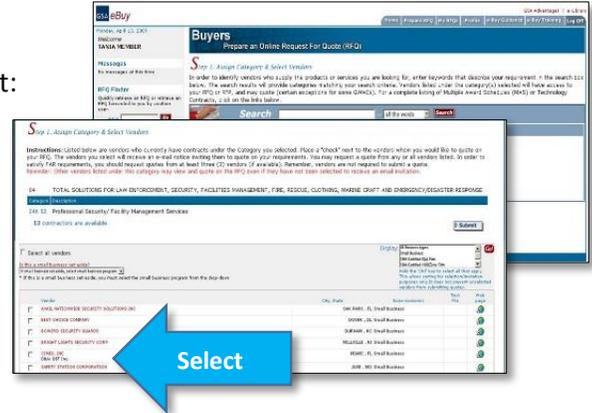


GSA eBuy Help Sheet

Below are helpful steps to get started. For a comprehensive tutorial, visit: https://www.ebuy.gsa.gov/advantage/main/ebuy_tutorial.do

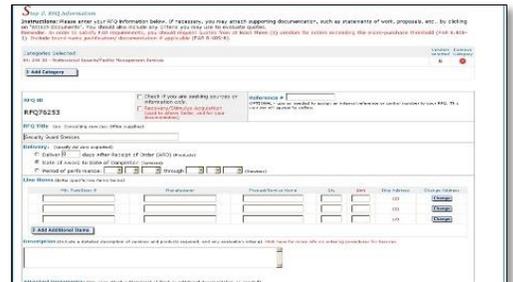
Step 1: Assign Category of Services and Select Vendors

The assignment of a category (Special Item Identifier) of services for your RFQ narrows your GSA vendor search which can be done on the buyer's home page by Searching on Schedule key words, using the Category Guide or typing in the name of the company you'd like a quote from. Click the far left check box to select a vendor or vendors to request a quote from and click the Submit button to proceed to the next step.



Step 2: Enter RFQ Information

Enter all the requirements of the RFQ on this page, such as the period of performance, the line items and quantity, plus, you have the ability to attach multiple documents (i.e. Performance Work Statement).



Step 3: Review RFQ

Enter the closing date of the RFQ and review/edit if needed. You have the option to save a draft of the RFQ and forward to a reviewer prior to submitting the RFQ. Upon completion of the review you can click Submit RFQ to send to selected vendors; cancelling the RFQ is also an option on this page.



Step 4: RFQ Summary

This is the final page, and shows all of the pertinent details of the RFQ. At this point the RFQ has been sent to the vendor or vendors selected, and the time for vendors to submit a response starts. Other capabilities exist in the RFQ electronic system whereby buyers track, respond and award to not only one, but multiple RFQs.



Happy buying!