GSA®

Tribes and Tribal Organizations

Guide to Using GSA Solutions

Fall 2022

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Welcome!

The U.S. General Services Administration (GSA) acknowledges the importance of tribal sovereignty and our unique relationship with tribal nations. We are honored to provide solutions that meet today's acquisition challenges for all.

Thank you for taking the time to read this guide – it was created to enhance tribal relationships and to provide a brief overview of our products, services, and solutions.

Working with federal programs can be complicated, sometimes overwhelmingly. Our experts are ready to assist you. If this guide doesn't provide the answers that you need, please see Section 7 (page 14) for detailed information about our different customer-service desks.

You are important to us, and we are excited to partner with you.

Please note: Tribes and tribal organizations need to comply with their applicable procurement policies and procedures when placing orders under GSA contracts. For additional guidance and authorities, consult your appropriate policy and legal office. See Section 8 for key definitions used in this guide.

Section 1: Getting Started

Purpose

Tribes and tribal organizations may be eligible to use GSA solutions. This guide is intended to provide practical guidance for successful use. The guide opens the discussion of some of the various authorities that support tribes' and tribal organizations' use of GSA sources and programs. It also identifies some of the GSA sources, programs, and resources available and how to use them.

Important

Use of GSA's sources and programs is voluntary, and, in some instances, additional steps need to be taken prior to use. Therefore, when considering use of a GSA source, take the necessary time to familiarize and understand ordering requirements as well as all limitations, conditions, and requirements that may apply.

For example: Are you seeking to use federal grant money (i.e., Indian Self-Determination and Education Assistance Act)? If yes, make sure to know what, if any, are the requirements established in the federal compact, contract, grant, or agreement.

Assistance

Inquiries concerning GSA actions and policies that affect tribes and tribal organizations should be directed to the Office of Congressional and Intergovernmental Affairs at 202-501-0563 or GSACongressionalAffairs@gsa.gov. Also, see Section 7: Customer Assistance for applicable contacts.

Section 2: Who May Use GSA Sources

The table below identifies the primary authorities supporting use of GSA sources by tribes and tribal organizations. If you don't see the specific GSA source that interests you, please contact your designated GSA Customer Service Director (please see Section 7: Customer Assistance).

Entity Type and Authority	GSA Source(s)
Tribes and tribal organizations as defined in 25 U.S.C. § 5304 [i.e., Indian Self-Determination and Education Assistance Act (ISDEAA)]	Multiple Award Schedule (MAS), Governmentwide Contracts (GWACs)*, and Multi-Agency Contract (MACs)*
Tribally controlled schools as defined under 25 U.S.C. § 2511 [i.e., Tribally Controlled Schools Act of 1988]	MAS, GWACs*, and MACs*
Tribes and tribally designated housing entities as defined in 25 U.S.C. § 4103 [i.e., Native American Housing Assistance and Self-Determination Act (NAHASDA)]	MAS, GWACs*, and MACs*
Urban Indian organizations as defined in 25 U.S.C. § 1603 [i.e., Indian Health Care Improvement Reauthorization and Extension Act of 2009]	MAS, GWACs*, and MACs*
Tribal governments as defined in 40 U.S.C. § 502(c)	MAS**
*Each MAC and GWAC is different, therefore an exception to use or additional requirements may apply. **Limited to products and services available via the following GSA programs: Cooperative Purchasing Program, Disaster Purchasing Program, and Public Health Emergencies Program.	

Important

If you haven't used GSA before, check to see if you are eligible by visiting **https://www.gsa.gov/policy-regulations/policy/acquisition-policy/eligibility-determinations?gsaredirect=**. Once there, look for the list of eligible entities. If your organization's name is not listed, please submit a request for an eligibility determination.

Learn more

To learn more about the eligibility process, including how to become eligible to use GSA sources, visit **https://www.gsa.gov/policy-regulations/policy/acquisition-policy/eligibility-determinations**.

Assistance

If you have questions about your organization's ability (sometimes referred to as "eligibility") to use GSA sources, contact GSA's Eligibility Office at gsaeligibilitydetermination@gsa.gov.

Section 3: GSA Programs

Federal Supply Schedule Program

The Federal Supply Schedule (FSS) program includes GSA's Multiple Award Schedule (MAS) program and the Veterans Affairs (VA) Schedules program. Under the MAS program, GSA has established long-term governmentwide contracts with commercial firms to provide access to millions of commercial products and services at volume-discount pricing. Under the VA Schedules program, the VA has established multiple-award contracts for medical equipment, supply, pharmaceutical, and services. Please see Section 7: Customer Assistance for assistance on these programs.

Who may use

- Tribes and tribal organizations, as defined in 25 U.S.C. 5304, who are carrying out an Indian Self-Determination and Education Assistance Act (ISDEAA) contract, grant, cooperative agreement, compact, or funding agreement [see 25 U.S.C. 5324(k) and 25 U.S.C. 5396]

- Tribes and tribally designated housing entities, as defined in 25 U.S.C. 4103, who are carrying out an NAHASDA contract, grant, or cooperative agreement [see 25 U.S.C 4111(j)]

- Urban Indian organizations, as defined in 25 U.S.C. 1603, who are carrying out a contract or grant pursuant to 25 U.S.C. chapter 18 subchapter IV [see 25 U.S.C. 1660g(e)]

- Tribally controlled schools, as defined under 25 U.S.C. 2511, when carrying out a tribally controlled schools act grant [see 25 U.S.C. 2507(a)(6)]

- Tribal governments, as defined in 40 U.S.C. 502(c), who are seeking to purchase any of the supplies or services available under one the following GSA programs: Cooperative Purchasing Program, Disaster Purchasing Program, and Public Health Emergencies Program. To learn more about each of these programs visit **https://www.gsa.gov/resources-for-%E2%80%A6/programs-for-state-and-local-governments**.

Learn more

To learn more about GSA's MAS, visit **https://www.gsa.gov/buying-selling/purchasing-programs/gsa-multiple-award-schedule/about-gsa-schedule** or check out these resources:

- Available at **www.gsaadvantage.gov**, GSA Advantage!® is GSA's online shopping and ordering system that provides access to thousands of contractors and millions of products and services. Anyone may browse on GSA Advantage! to view and compare the variety of products and services offered.

- The primary MAS website – **https://www.gsa.gov/buying-selling/purchasing-programs/gsa-multiple-award-schedule** – provides information about the MAS program.

- MAS Desk Reference is available at **www.gsa.gov/buying-selling/purchasing-programs/gsa-multiple-award-schedule/we-are-here-to-help.** This desk reference provides additional insight into how to place orders or establish a Blanket Purchase Agreement (BPA) under the MAS program.

Learn more about VA Schedules at **www.fss.va.gov**.

GSA's SmartPay® Program

The SmartPay program is the largest government payments program in the world, serving more than 560 federal agencies, organizations, and Native American tribes and tribal organizations. The SmartPay program offers business lines of charge card solutions, including purchase, travel, fleet, and integrated.

Who may use

- Tribes and tribal organizations, as defined in 25 U.S.C. 5304, who are carrying out an ISDEAA compact, contract, grant, or cooperative agreement [see 25 U.S.C. 5324(k) and 25 U.S.C. 5396]
- Tribes and tribally designated housing entities, as defined in 25 U.S.C. 4103, who are carrying out an NAHASDA contract, grant, or cooperative agreement [see 25 U.S.C 4111(j)]

- Urban Indian organizations, as defined in 25 U.S.C. 1603, who are carrying out a contract or grant pursuant to 25 U.S.C. chapter 18 subchapter IV [see 25 U.S.C. 1660g(e)]
- Tribally controlled schools, as defined under 25 U.S.C. 2511, who are carrying out a tribally controlled schools act grant [see 25 U.S.C. 2507(a)(6)]

Learn more

To learn more about the SmartPay program, including how to sign up, visit **https://smartpay.gsa.gov**.

GSA Travel Programs

GSA's travel programs include the following:

- City Pair Program (GSA's discount-airfare program)
- GSA SmartPay travel card
- FedRooms® (GSA's hotel program offering hotel rates at or below per diem)

Who may use

- Tribes and tribal organizations, as defined in 25 U.S.C. 5304, who are carrying out an ISDEAA compact, contract, grant, or cooperative agreement [see 25 U.S.C. 5324(k) and 25 U.S.C. 5396]
- Tribes and tribally designated housing entities, as defined in 25 U.S.C. 4103, who are carrying out an NAHASDA contract, grant, or cooperative agreement [see 25 U.S.C 4111(j)]

- Urban Indian organizations, as defined in 25 U.S.C. 1603, who are carrying out a contract or grant pursuant to 25 U.S.C. chapter 18 subchapter IV [see 25 U.S.C. 1660g(e)]
- Tribally controlled schools, as defined under 25 U.S.C. 2511, who are carrying out a tribally controlled schools act grant [see 25 U.S.C. 2507(a)(6)]

Learn more

To learn more, visit:

- GSA's travel programs website at **www.gsa.gov/travel**
- City Pair's website at **https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/city-pair-program-cpp**
- GSA SmartPay travel card's website at **https://smartpay.gsa.gov**
- The FedRooms website at **www.gsa.gov/travel/plan-book/gsa-lodging**

Vehicle Purchasing Program

GSA's Vehicle Purchasing program may be used to purchase a wide range of vehicles to fit a variety of mission needs. AutoChoice is the Vehicle Purchasing program's most popular method for purchasing new vehicles. AutoChoice is an online vehicle ordering tool that helps you choose the right vehicles for your organization. You can use AutoChoice to configure vehicles, choose equipment and color options, and view side-by-side comparisons of vehicle models. AutoChoice also allows you to check your order's status, find fuel ratings, choose dealerships, and run reports. If you have questions about this program, reach out to GSA Fleet at 844-472-1200 or vehicle.buying@gsa.gov.

To review Vehicle Purchasing publications and guidance, select the Important Information and Notices option from the Vehicle Purchasing webpage at **www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/vehicle-purchasing/important-information-and-notices**, or send an email to vehicle.buying@gsa.gov to request the current version of the GSA Fleet Vehicle Purchasing Guide.

Who may use

- Tribes and tribal organizations, as defined in 25 U.S.C. 5304, who are carrying out an ISDEAA compact, contract, grant, or cooperative agreement [see 25 U.S.C. 5324(k) and 25 U.S.C. 5396]
- Tribally controlled schools, as defined under 25 U.S.C. 2511, who are carrying out a tribally controlled schools act grant [see 25 U.S.C. 2507(a)(6)]
- Tribes and tribally designated housing entities who are carrying out an NAHASDA contract, grant, or cooperative agreement [see 25 U.S.C 4111(j)]

Key step

An Activity Address Code (AAC) is needed to utilize this program. A tribe must first submit the appropriate documentation to their sponsoring federal agency for approval. Once established, a tribe can proceed further. Note: Without an AAC, this program cannot be used. For more information, contact ordermgmt@gsa.gov.

Learn more

To learn more about GSA's Vehicle Purchasing program, visit **www.gsa.gov/gsafleet**.

Used Vehicles

Tribes and tribal organizations can also purchase used GSA Fleet vehicles at auction. When a vehicle meets its replacement criteria, GSA Fleet offers the vehicle for sale to the public. Every year, GSA Fleet sells over 30,000 vehicles. Auction inventories vary at each sale, but they usually include multiple vehicle types with varying fuel capabilities.

Learn more

To find out how to buy used vehicles, visit the GSA Fleet Vehicle Sales site at **https://autoauctions.gsa.gov /GSAAutoAuctions/**.

Vehicle Leasing Program

GSA's Vehicle Leasing program may be used to lease a wide range of vehicles to fit a variety of needs (e.g., automobiles; buses and ambulances; light, medium, and heavy trucks; and passenger vans). Eligible entities can also participate in Short Term Rental (STR) for vehicles and equipment programs.

Who may use

- Tribes and tribal organizations, as defined in 25 U.S.C. 5304, who are carrying out an ISDEAA compact, contract, grant, or cooperative agreement [see 25 U.S.C. 5324(k) and 25 U.S.C. 5396]

- Tribally controlled schools, as defined under 25 U.S.C. 2511, who are carrying out a tribally controlled schools act grant [see 25 U.S.C. 2507(a)(6)]

Key step

A Billing Office Activity Address Code (BOAAC) is needed to utilize this program. A tribe or tribal organization must first submit the appropriate documentation to their sponsoring federal agency for approval. Once established, a tribe or tribal organization can proceed further. Note: Without a BOAAC, this program cannot be used.

Learn more

To learn more about this program, visit the GSA Fleet Management page at **www.gsa.gov/gsafleet**. Once there, click on "Vehicle leasing" for information about this program. If you have questions about this program, please send an email to gsafleet@gsa.gov.

Computers for Learning Program

The Computers for Learning (CFL) Program's ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to their full potential. The CFL Program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century.

The executive order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and some educational non-profit organizations. Direct transfers are authorized by law through 15 U.S.C. 3710(i) commonly known as the Stevenson–Wydler Technology Innovation Act (amended by Public Law 102-245 on February 14, 1992).

Who may use

Tribal schools and certain educational non-profit organizations that serve pre-kindergarten through grade 12 students

Learn more

To learn more about the CFL program, visit **www.computersforlearning.gov**.

Personal Property Excess Utilization Program

GSA helps federal agencies dispose of personal property that is no longer needed. Once personal property has been deemed excess, GSA helps other federal agencies acquire it. "Personal property" includes all types and categories of personal property except land or other real property; certain naval vessels; and records of the federal government. Available property ranges from commonly available products, such as office equipment, furniture, and motor vehicles, to more specialized property, such as medical equipment and heavy machinery.

Who may use

Federally recognized tribes who have an ISDEAA contract may be eligible to receive property if Bureau of Indian Affairs (BIA) and Indian Health Service (IHS) determine the property may assist them in carrying out their contract. BIA and IHS are authorized to request a transfer of excess personal property from GSA on behalf of any tribes they sponsor. In most cases, BIA and IHS will not require payment from the tribe other than shipping and transportation costs.

Key step

Tribes must have an ISDEAA compact and contract number and an Activity Address Code (AAC) in order to receive property. To get started:

- For IHS-sponsored tribes: Contact your Contract Proposal Liaison Officers (**https://www.ihs.gov/odsct/contract-proposal-liaison-officers/**) or National Utilization Officer (NUO) (**www.gsa.gov/nuo**).

- For BIA-sponsored tribes: Contact your Contact Awarding Official or NUO (**www.gsa.gov/nuo**).

- For more information on obtaining or requesting an AAC, contact ordermgmt@gsa.gov.

How to use

Tribes must first submit the appropriate documentation, along with their AAC code, to their sponsoring federal agency for approval. Once approved to participate, the sponsoring federal agency will provide access to the property disposal system to view and request available property.

- For IHS-sponsored tribes: Contact your Contract Proposal Liaison Officers (**https://www.ihs.gov/odsct/contract-proposal-liaison-officers/**) or NUO (**www.gsa.gov/nuo**).

- For BIA-sponsored tribes: Contact your Contract Awarding Official, BIA Regional Property Officer, or NUO (**www.gsa.gov/nuo**).

Learn more

For more information, visit **www.gsa.gov/property** and choose "For Federal Agencies" from the left-hand menu.

Federal Surplus Personal Property Donation Program

This program helps certain non-federal organizations obtain personal property that the federal government no longer needs. Each state has a designated State Agency for Surplus Property (SASP) that requests federal surplus property on behalf of eligible recipients within the state, redistributes the property within the state, and enforces the terms of donation.

Who may use

State-recognized tribes, bands, groups, pueblos, or communities located on state reservations. Please note that some tribes may be recognized at both the federal and state level.

How to use

Go to **www.gsa.gov/sasp** to find your local SASP and contact them to get started. The SASP will provide an eligibility application and other needed documentation to get registered and start receiving property.

Learn more

For more information, visit **www.gsa.gov/propertydonations**.

Real Property Utilization and Disposal Program

GSA's Office of Real Property Utilization and Disposal handles the disposition of excess (properties determined to be no longer needed by a landholding agency) and surplus (properties determined to be no longer needed by the federal government) real property for federal agencies under 40 U.S.C. §101, et seq. Real property (land and improvements) that is no longer required for a federal mission need is reported as "excess" to GSA for disposal. Some agencies have their own authority to dispose of real property and may not report property to GSA for disposal. The first step in the disposal process is to screen the excess real property for other federal agency needs. Agencies have 30 days to let GSA know, in writing, of their interest in the property. Because of the short screening period, it is important that tribes let the Bureau of Indian Affairs (BIA) and GSA know of their interest in federal real property as soon as they are aware that the property may be determined "excess" by the landholding agency.

Who may use

Federally recognized tribes

How to use

Department of the Interior (DOI), through the BIA, has two opportunities to request excess and surplus property for the benefit of tribes. First, if excess property is within a federally recognized tribe's reservation boundaries, BIA can request transfer of that property (there are special procedures for properties within the state of Oklahoma) under 40 U.S.C. 523. Transfer of real property under this authority is at no cost to the tribe. Upon receipt of the real property transfer, BIA is directed to hold the property in trust for the benefit of the tribe.

In addition, BIA is authorized to request a transfer of excess real property from GSA if BIA determines that the property may assist tribes in carrying out a contract under the ISDEAA. BIA can respond to the federal excess screening notice on behalf of tribes where the real property can be used by the tribe in carrying out the purposes of the ISDEAA contract. Unlike transfers of real property under 40 U.S.C. 523, BIA is required, as are all federal agencies, to pay a transfer fee equal to the full fair market value of the real property or request waiver of the payment. The waiver of the transfer fee must be approved by the administrator of GSA and the director of the Office Management and Budget (OMB). Not all waiver requests are approved. If BIA does not have the funds to pay the transfer fee, the tribe may also fund the cost of the transfer through BIA.

If the transfer is approved, GSA will transfer custody and accountability to BIA for the purpose of further transferring the property to the tribe under ISDEAA. Property conveyed to a tribe under ISDEAA is not automatically held in trust for the tribe; the request to place the property in trust is a separate process and usually occurs after the property has been conveyed by BIA to the tribe.

Once the 30-day federal screening is complete and if there is no federal interest, the excess real property is determined to be surplus to the government's needs. Surplus real property will be offered, through another screening, to state and local government and non-profit organizations for public-benefit uses. If there is no public-benefit interest expressed, the property will generally be sold online at **www.gsaauctions.gov**.

Learn more

Get more information about this process at **https://disposal.gsa.gov/s/** or contact the GSA Real Property Utilization and Disposal Office directly at realestate.buildingdisposal@gsa.gov.

Section 4: Other GSA Offerings

GSA's Governmentwide Acquisition Contracts (GWACs)

A GWAC is a type of contract that provides customers the ability to buy cost-effective, innovative solutions for information technology (IT). The type of IT solutions that can be purchased include, but are not limited to, systems design, software engineering, information assurance, and enterprise architecture solutions. Depending on the nature of the GWAC, tribes and tribal organizations may be able to use a GWAC.

Who may use

If you're interested in using one of GSA's GWACs, consult your designated Customer Service Director. To find your designated Customer Service Director, visit **www.gsa.gov/csd**.

Learn more

To learn more about GSA's GWACs, visit **www.gsa.gov/gwacs**.

GSA Global Supply®

GSA Global Supply is a requisition-based ordering system that provides easy access to common-use items, including maintenance, repair, and operations (MRO); janitorial and sanitation (JanSan); and office supplies. GSA Global Supply accepts the GSA SmartPay® purchase card and Activity Address Codes (AACs) as forms of payment.

GSA Global Supply items can be ordered via a variety of ways:

- Order online at the GSA Global Supply site at **www.GSAglobalsupply.gsa.gov** or GSA Advantage!® at **www.gsaadvantage.gov**. Both sites function 24/7, enable users to place orders from anywhere in the world.
- Order by phone at 800-488-3111 between 9 p.m. on Sundays to 9:30 p.m. on Fridays (ET).
- Fax orders to 800-856-7057 anytime (a blank fax order form is in all GSA Global Supply catalogs and most brochures).

Who may use

To use GSA Global Supply, you must have a .gov or previously approved tribal email domain. To register a tribal domain, contact GSA Order Management at ordermgmt@gsa.gov.

Key step

An AAC is needed to utilize this program. A tribe must first submit the appropriate documentation to their sponsoring federal agency for approval. Once established, a tribe can proceed further. Note: Without an AAC, this program cannot be used. For more information, contact GSA Global Supply at ordermgmt@gsa.gov.

Learn more

To learn about the GSA Global Supply program, visit **www.gsa.gov/globalsupply**.

Assistance

For help, contact GSA Global Supply Customer Service at 800-488-3111 or GSAglobalsupply@gsa.gov.

Telecommunications and Network Services

GSA's Office of Enterprise Technology Solutions (ETS) offers a wide range of enterprise telecommunications and networking services. A Multi-Agency Contract (MAC) is a task-order or delivery-order contract established by one agency for use by authorized entities to obtain product and services. GSA has established a wide range of MACs to support the needs of its customers. For example, GSA has established the following telecommunications and network-services MACs that tribes and tribal organizations may be able to use.

- Enterprise Infrastructure Solutions (EIS) is the go-to contract for enterprise telecommunications and networking solutions. EIS is a Direct Order/Direct Bill (DO/DB) contract that has nine pre-competed, pre-vetted industry partners providing a wide range of services. The EIS contract includes the following services:

    - Virtual private network service
    - Managed network service
    - Voice service
    - Ethernet

    EIS reduces costs and acquisition time by leveraging an existing contract and allows agencies to focus on missions, not acquisitions

- Satellite Communications (SATCOM) contracts offer commercial satellite communications services.

Who may use

If you're interested in using one of GSA's MACs, consult your designated Customer Service Director. To find your Customer Service Director, visit **www.gsa.gov/csd**.

Learn more

To learn more about these specific MACs, visit **https://www.gsa.gov/technology/technology-purchasing-programs/telecommunications-and-network-services**.

GSA's Retail Operations Program

GSA's Retail Operations program operates a few dozen stores worldwide, including one in the state of Alaska. Purchases at these stores are for basic products such as those available from GSA Global Supply® (e.g., tools and office supplies). Authorized buyers can purchase supplies using either the SmartPay® purchase card or direct billing through an Activity Address Code (AAC). Customers should contact the store to verify access prior to visiting or placing an order.

Key step

An AAC is needed to utilize this program. A tribe must first submit the appropriate documentation to their sponsoring federal agency for approval. Once established, a tribe can proceed further. Note: Without an AAC, this program cannot be used. For more information, contact GSA Order Management at ordermgmt@gsa.gov.

Learn more

To learn more about this program, including store location information, visit **https://www.gsa.gov/buying-selling/purchasing-programs/requisition-programs /gsa-retail-operations**.

Section 5: GSA eTools

Purchasing Tools

GSA Advantage!®: gsaadvantage.gov

GSA Advantage! is the government's central online shopping superstore. GSA Advantage! provides online access to millions of products and services from thousands of federal contractors. Included are GSA Global Supply® products and GSA MAS and VA Schedule products and services. Anyone can browse GSA Advantage! without registering. Simply enter keywords, part number, National Stock Number (NSN), manufacturer name, contractor name, or contract number in the "Enter search keyword(s)" box, browse by category using the "Search Products" box, or search via our special categories.

GSA Global Supply®: GSAglobalsupply.gsa.gov

GSA Global Supply is a requisition-based ordering system that provides easy access to common-use items, including maintenance, repair, and operations; janitorial and sanitation; and office supplies. Please see page 10 for more details on using this program.

GSA eBuy: ebuy.gsa.gov

GSA eBuy is an online tool that is a part of GSA Advantage!. GSA eBuy helps customers request quotations from vendors. GSA eBuy provides access to a wide range of commercial products and services available under GSA MAS and other contracts. By leveraging the power of the internet, GSA eBuy increases contractor participation to obtain quotations that result in best-value purchase decisions. Buyers can also use GSA eBuy to request information and find sources to fulfill their requirements.

AskGSA: ask.gsa.gov

This 24/7, self-service website supports GSA customers by providing customers online access to research and track their GSA Global Supply orders, report a problem, or request information regarding GSA products and services.

Market Research Tools

GSA eLibrary: www.gsaelibrary.gsa.gov

No registration is required to use this eTool. The GSA eLibrary is a centralized online resource to assist buyers in the research and identification of commercial products and services offered under GSA sources and VA Schedules. GSA eLibrary contains the latest contract-award information for GSA MAS, VA Schedules, and GWACs. GSA eLibrary allows users to search by keywords, contract number, contractor or manufacturer name, Schedule name, Schedule number, and category.

Buy.gsa.gov: https://buy.gsa.gov

This website is designed to make it easier for customers to navigate the complete acquisition process.

Acquisition Gateway: hallways.cap.gsa.gov

A website for acquisition professionals and buyers to connect with resources, tools, and each other to improve acquisition governmentwide. Certain resources and tools on the Acquisition Gateway are not publicly available.

Market Research As Service (MRAS): www.gsa.gov/mras

Looking for service providers or suppliers for your next requirement or contract? GSA offers free market-research assistance to quickly find the industry partners capable of meeting your requirements and develop a strategy to actively engage the marketplace.

Sustainable Facilities Tool (SFTool): https://sftool.gov/

This online tool provides various resources to promote sustainable acquisition, including a search option for identifying sustainable products and services.

Section 6: GSA Training Sources

GSA News, Training, and More

For access to webinars, online training courses, and other resources, visit:

- MAS news: **www.gsa.gov/masnews**
- MAS training: **https://www.gsa.gov/about-us/events-and-training/gsa-training-programs**
- GSA's YouTube: **www.youtube.com/usgsa**

GSA Events

For access to a list of upcoming GSA-sponsored seminars, workshops, and events, visit **www.gsa.gov/events**.

GSA Interact

GSA Interact is an online collaborative community for connecting, communicating, learning, and engaging across GSA topics. To participate and learn about the latest news and trends, visit **buy.gsa.gov/interact**.

Section 7: Customer Assistance

The following resources are available to provide you with assistance in using GSA solutions.

Customer Service Directors (CSDs): www.gsa.gov/csd

GSA offers a worldwide network of knowledgeable Customer Service Directors (CSDs). Wherever you are located, there is a CSD in your region to assist you with problem resolution and who can answer all questions relating to GSA and its procurement solutions. CSDs also offer seminars on a variety of topics to educate customers about purchasing procedures and inform them of offerings and solutions available from GSA.

National Customer Service Center (NCSC): www.gsa.gov/ncsc

NCSC representatives are knowledgeable about GSA's products and services and can assist you with finding a solution that can meet your needs. NCSC can also help verify your order's status, track shipments, resolve order discrepancies or deficiencies, and provide information about merchandise returns and exchanges. NCSC can also address billing inquiries, merchandise quality concerns, and current price quotations. NCSC is available 24 hours a day, five days a week from Sundays at 8 p.m. to Fridays at 8:30 p.m. (CT). For assistance, contact GSA's NCSC at 800-488-3111 or ncsccustomer.service@gsa.gov.

GSA Advantage!® Customer Service: www.gsaadvantage.gov

For assistance, including with registration, contact GSA Advantage! customer service at 877-472-3777 or GSA.Advantage@gsa.gov.

Section 8: Useful Information

Definitions

The following are key definitions for this guide.

Eligible means an entity that is authorized (e.g., via statute, regulation) to use a GSA source or GSA sources. See GSA's Eligibility Determinations webpage at **www.gsa.gov/eligibilitydeterminations** for more information.

Indian tribe, (also referred to as tribe within this guide) as defined in 25 U.S.C. 4103, means a tribe that is a federally recognized tribe or a state-recognized tribe. This definition is related to the NAHASDA, which is codified in 25 U.S.C. Chapter 43.

Tribal government, as defined in 40 U.S.C. 501(c), means: "(i) the governing body of any tribe, band, nation, or other organized group or community located in the continental United States (excluding the State of Alaska) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, and
(ii) any Alaska Native regional or village corporation established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)."
This definition applies to the GSA Cooperative Purchasing Program, Disaster Purchasing Program, and Public Health Emergency Program.

Tribally controlled school, as defined under 25 U.S.C. 2511, means a school that:
"(i) is operated by a tribe or a tribal organization, enrolling students in kindergarten through grade 12, including a preschool;
(ii) is not a local educational agency; and
(iii) is not directly administered by the Bureau of Indian Affairs.
This definition is related to the Tribally Controlled Schools Act of 1988, which is codified in 25 U.S.C. Chapter 27."

Tribally designated housing entities, as defined in 25 U.S.C. 4103, means "an entity meeting the criteria prescribed by 25 U.S.C. 4103(22)." This definition is related to the NAHASDA, which is codified in 25 U.S.C. Chapter 43.

Tribal organization, as defined in 25 U.S.C. 5304, means the "recognized governing body of any tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided: That in any case where a contract is let or grant made to an organization to perform services benefiting more than one tribe, the approval of each such tribe shall be a prerequisite to the letting or making of such contract or grant." This definition is related to the ISDEAA, which is codified in 25 U.S.C. Chapter 46.

Indian tribe (also referred to as tribe within this guide), as defined in 25 U.S.C. 5304, means "any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians." This definition is related to ISDEAA, which is codified in 25 U.S.C. Chapter 46.

Urban Indian organization, as defined in 25 U.S.C. 1603, means a "nonprofit corporate body situated in an urban center, governed by an urban Indian controlled board of directors, and providing for the maximum participation of all interested Indian groups and individuals, which body is capable of legally cooperating with other public and private entities for the purpose of performing the activities described in 25 U.S.C. 1653(a)." This definition is related to the Indian Health Care Improvement Reauthorization and Extension Act of 2009, which is codified in 25 U.S.C. Subchapter IV.
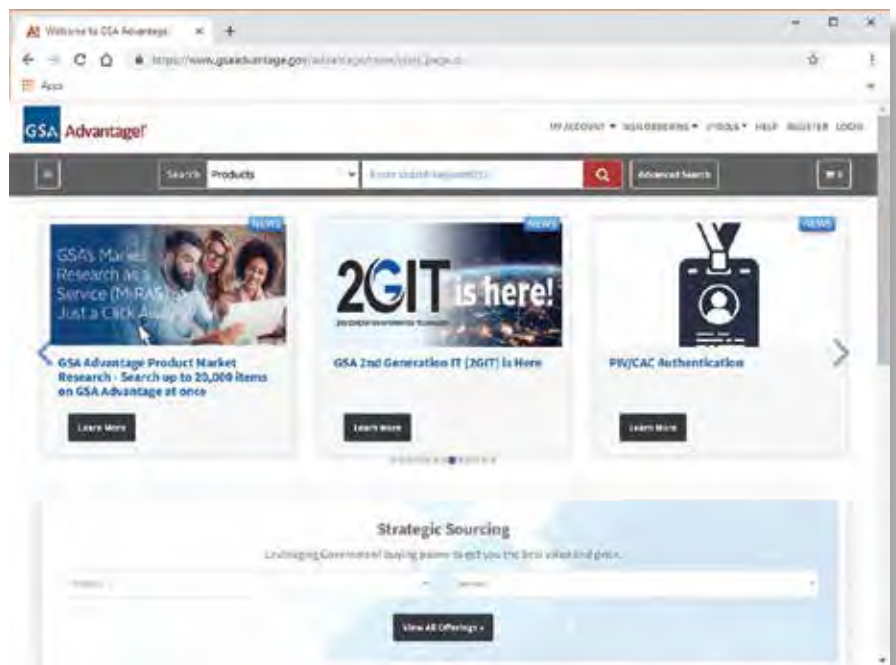
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Registering in GSA Advantage!

For tribes and tribal organizations who receive ISDEAA and NAHASDA funding, register as shown below. If you don't receive these types of funds, register as a state and local customer.

➤ **Step 1:**

Click on "Register."

➤ **Step 2:**

Select "Federal Government" and "Submit."

➤ **Step 3:**

Complete registration. Depending on your Activity Address Code (AAC), select "Agency" and "Bureau" as defined below. When multiple AACs are involved, you must register for each account, assign a different user ID, and request an AAC password for each account.

Activity Address Code	Agency	Bureau
14XXX	Department of Interior	Bureau of Indian Affairs
75XXX	Department of Health and Human Services	Indian Health Service
86XXX	Department of Housing and Urban Development	Department of Housing and Urban Development

Note: Please see your local Customer Service Director for more information about identifying your Activity Address Code.

➤ **Step 4:**

Once registered, you must request an AAC password. Log in to GSA Advantage!® using your user ID and password you were assigned when registering. Once you're logged in, click on "My Account."

➤ **Step 5:**

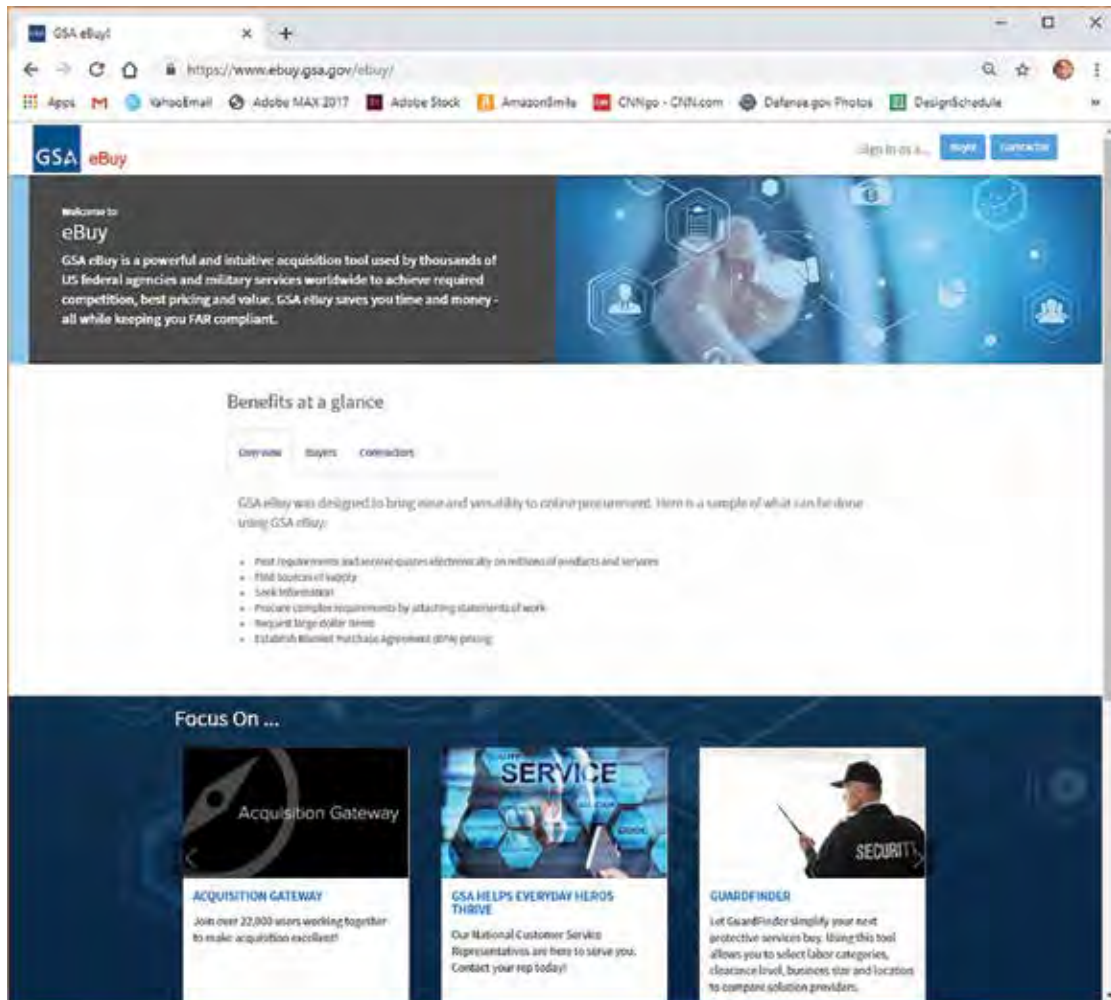Select "Payment Methods," then "Apply for a Password."

➤ **Step 6:**

Enter the AAC and select "Submit." The AAC password will be emailed to you. Once you receive the AAC password, you may place an order.

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GSA eBuy can be used for a Request for Information or a Request for Quotation. For more information, visit the Buying and Selling Tools page at **www.gsa.gov/tools-overview/buying-and-selling-tools**.