



U.S. General Services
Administration

Purchasing Resources and Support for State and Local Governments

On January 21, 2020, the Secretary of Health and Human Services declared [Public Health Emergency](#) (PHE) pursuant to section 319 of the Public Health Service Act, codified at 42 U.S.C. § 247d. On March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, and territories, pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207.

The U.S. General Services Administration (GSA) is working hand-in-hand with both the U.S. Department of Health and Human Services (HHS) and the Federal Emergency Management Agency (FEMA) to support Federal, state, and local communities. GSA is here to help!

Below is an outline of programs available to state and local partners that are eligible for direct access to our GSA sources.

GSA Multiple Award Schedule (MAS) Purchasing Programs

Eligible [State and local entities](#) have access to MAS, also known as Schedules, under the following programs:

- [Disaster Purchasing](#) - Access to all MAS [available offerings](#) under Schedule (consolidated MAS and all legacy Schedules) for emergency/disaster preparation, emergency/disaster response, or major disaster recovery in support of a Stafford Act declaration from the President.
- [Public Health Emergency \(PHE\)](#) - Access to all offerings on Schedule (consolidated MAS and all legacy Schedules), when expending Federal grant funds in response to Public Health Emergencies declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.
- [Cooperative Purchasing](#) - Access to information technology and law enforcement and security solutions, identified by Special Item Number (SIN) in support of everyday missions.



U.S. General Services
Administration

- [1122 Program](#) - Access to specific SINs and Department of Defense (DOD) items to purchase products in support of emergency response and homeland security (most limiting program because it requires a designated State Point of Contact (SPOC) and has limited items available).

Rules Governing Access to GSA MAS

Access to the consolidated MAS Schedule and legacy Schedules is governed by Federal law and regulations. Acceptance of orders by state or local governments is voluntary. Rules for purchasing are set by the state and local entity and the agency providing the funding. GSA mandates ordering language on orders placed under MAS, but does not establish procurement or competitive requirements or restrictions (e.g., mandates for set asides, geographic restrictions, competition level) or dictate how the state and local entities execute a purchase.

GSA cannot speak to requirements imposed by other Federal agencies. For requirements related to grant funding, the agency that provides the funding (in many cases it will be FEMA or HHS) issue the procurement rules.

Best Practices and GSA Support

Please remember to **coordinate!** Please coordinate with the funding agencies and understand the requirements and restrictions in place, if you are spending Federal grant monies.

Use GSA resources to support your needs. Here are some tips for using Schedules.

- **Do your Market Research**
 - Use GSA eTools eLibrary and *GSAAdvantage!* to find the goods and services you need for support. Use the “Disaster Relief & Pandemic Products” section of *GSAAdvantage!* to quickly identify items. Look for the Cooperative Purchasing and Disaster Purchasing icons for easy identification of items covered under these programs.
 - Use [eBuy](#) to post requests for information (RFIs) to find suppliers that can fulfill your requirements.



U.S. General Services
Administration

- **Confirm Supply Availability Before Ordering**

Prior to placing orders through *GSAAdvantage!*[®]* or any other method, **buyers are encouraged to contact contractors directly to confirm product availability.** Demand is high and the supply levels are shifting faster than contractors can update information in online systems. Use of GSA eTools to purchase is not mandatory. Buyers may execute purchases in any manner (email, fax, phone, etc.), that complies with their state and local policies and regulations.

Contractor contact information including phone number and email is located on the *GSAAdvantage!* contractor information page. To access the contractor information page, navigate to the product details from the search results and click on the contractor name underneath the product image. You can access search categories that include COVID-19 related products under GSA Advantage's "Disaster Relief and Pandemic Products" aisle.

Finally, we are here to help! [Contact a GSA Customer Service Director \(CSD\)](#) near you for support navigating our eTools or MAS offerings.

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Resources and References

GSA eTools

- [GSA eLibrary](#): Find information on current suppliers and available items and services from the GSA Schedule, GSA Technology contracts, and more. gsaelibrary.gsa.gov
- [GSAAdvantage!](#)[®]: Shop and order from a wide variety of products and services sourced from thousands of contractors. gsaadvantage.gov
- [GSA eBuy](#): Post requirements and receive contractor quotations for a wide range of products and services. ebuy.gsa.gov

MAS Available Categories:

- Facilities
- Furniture and Furnishings
- Human Capital
- Industrial Products and Services
- Information Technology



U.S. General Services
Administration

- Miscellaneous
- Professional Services
- Office Management
- Scientific Management and Solutions
- Security and Protection
- Transportation and Logistics
- Travel

Examples of goods and services that are available under Schedules:

- Tents for remote medical centers
- Hospital beds
- Cleaning Supplies
- Telework Solutions, including laptops

Program Rules and Definitions

Who qualifies as a State and Local Government entity?

Per 40 U.S.C § 502(c), "the term, 'State or local government' includes any State, local, regional, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education)."

Local education agencies and institutions of higher education include, but are not limited to, the following types of entities:

- Local elementary, middle, and high schools operated by public school boards;
- Public colleges, community colleges, technical colleges; and
- Public universities that provide at least a two-year program that offers a degree or offers credit toward such a degree.

Not sure if you are eligible? Review the following eligibility resources [available on gsa.gov](https://www.gsa.gov). If after review, you are still unsure of your eligibility, submit an eligibility request to gsaeligibilitydetermination@gsa.gov.

Ordering Guidelines

State and local buyers must:

- Follow the procurement laws and regulations, including competition rules, geographic requirements, and socioeconomic requirements dictated by their state and local procurement



regulations and policies. If you are utilizing Federal grant funding for your purchase, you must follow the guidelines and requirements set forth by the granting agency.

- Include the MAS contract number on all orders placed through MAS. This confirms that the pricing, terms, and conditions are applicable on the order.
- Include mandatory ordering language for orders placed under the GSA State and Local Programs.

- Disaster Purchasing Program Mandatory Order Language

"This order is placed under GSA Schedule number "insert number here" under the authority of the GSA Disaster Purchasing program. The products and services purchased will be used in preparation or response to disasters or recovery from major disaster declared by the President, or recovery from terrorism or nuclear, biological, chemical, or radiological attack."

- Public Health Emergency Program Mandatory Order Language

"This order is placed under Federal Supply Schedule number <Insert Number Here> according to GSA policy that authorizes state, local, territorial, and tribal governments, as authorized users for purchasing goods and services, when expending Federal grant funds in response to Public Health Emergencies (PHEs) declared by the Secretary of Health and Human Services, under section 319 of the Public Health Services Act."

- 1122 Program

"This order is placed pursuant to the 1122 Program, in support of counter-drug, homeland security, or emergency response activities, under the authority of (insert the SPOC Name), the State Point of Contact (SPOC) for the State of (insert the state)."

Buyers may:

- Add additional terms and conditions to MAS purchases as long as the terms and conditions do not conflict with the MAS terms and conditions.

FEMA Guidance Related to State and Local Schedule Purchasing

FEMA issued the below guidance related to purchasing under the Disaster Purchasing Program. This information sheet may not take into account any exceptions FEMA is making under COVID-19 declarations. State and local entities will need to connect with FEMA, HHS, etc., to understand what requirements, if any, are waived.



FEMA Public Assistance Grant Guidance [2019 General Services Administration \(GSA\) Fact Sheet](#) allows for purchasing from Federal Supply Schedules in support of major disasters. <https://www.fema.gov/procurement-disaster-assistance-team>