

**GSA IT Schedule 70 — Instructions for Executive Branch Departments/Agencies Only**  
(excluding DOE, UH and HHSC)

**GSA eBuy Registration  
ETS Request & Approval Procedures**

---

1. Send request email to: [ets.itg@hawaii.gov](mailto:ets.itg@hawaii.gov)
  - a. Subject: Request GSA eBuy login authorization
  - b. Include in the body:
    - i. User contact information
    - ii. Name
    - iii. Department/Agency/Division
    - iv. Title
    - v. Phone
    - vi. Email
  - c. User's supervisor or manager contact information
    - i. Name
    - ii. Department/Agency/Division
    - iii. Title
    - iv. Phone
    - v. Email
  - d. ETS will respond to email acknowledging receipt of request information and will process request.
2. After receiving ETS response, register on GSA Advantage in the category for "State and Local Government" members for access to GSA eBuy (the online RFQ tool):  
[www.gsaadvantage.gov/advantage/main/start\\_page.do](http://www.gsaadvantage.gov/advantage/main/start_page.do)
3. Validate your email address, then follow steps for State and Local Government ordering activities.
4. For the **Supervisor/Approving Official** e-mail field, enter: [ets.itg@hawaii.gov](mailto:ets.itg@hawaii.gov)
5. Select "Cooperative Purchasing Program."
6. After submitting registration information, the system will process and send notification to ETS.
7. ETS will review request and respond accordingly.
8. You will receive email notification from GSA Advantage, granting user access to GSA eBuy.
9. If a user no longer needs access to GSA eBuy, it is the department's responsibility to notify ETS of the change.

**State Use of GSA IT Schedule 70  
Approval Procedures**

---

***Pursuant to SPO Circular No. 2017-06, State Chief Information Officer or designee approval is required prior to using GSA IT Schedule 70 contracts.***

1. Once your GSA login is confirmed, you will be added to the GSA IT Schedule 70 SharePoint site
  - a. To begin filling out your request click "new item" at the top of the SharePoint landing site and enter all of the requested information.
  - b. Once the information is completed in the GSA request form, select "Submit" on the action drop down at the top of the form.
  - c. Required attachments for requests over 100K include:
    - a) Draft Request for Quote (RFQ)/ Statement of Work (SOW)
    - b) Reference number for approved ETS-205 (request to spend form)
      - i) For procurements of \$1 million or greater, express approval by both the CIP and SPO must be granted via SPO-050 form.
  - d. ETS will review the request. CIO or designee will respond accordingly.

**Reporting Procedures**

---

***Following selection of vendor and awarding of order, departments/agencies shall provide ETS with the following information:***

1. Return to the GSA IT Schedule 70 SharePoint site
  - a. Select your request and open it to the 'Final Review' tab
  - b. Enter the following information:
    - i. Selected Vendor
    - ii. Date of award
    - iii. Awarded total cost
    - iv. Actual performance start date
    - v. Actual performance end date
    - vi. Optional year
    - vii. Name of vendors that submitted bids

**QUESTIONS? PLEASE CONTACT:**

**Todd Omura, ETS IT Governance Officer**  
(808) 586-1824 / [todd.t.omura@hawaii.gov](mailto:todd.t.omura@hawaii.gov)

**Kaimana Bingham, ETS Technical Analyst**  
(808) 284-0423 / [kaimana.n.bingham@hawaii.gov](mailto:kaimana.n.bingham@hawaii.gov)