



BIDSYNC

Search Tool for Leveraged Procurement Agreements (LPA) Quick Reference Guide

1 Navigate to www.eprocure.dgs.gov

Note: Select Search Contracts/Leveraged Procurement Agreements (LPA's).

2 Search for a Specific LPA

You may use one or more search criteria, which include the following options:

- Title and description
- Contract number
If you are searching by contract number, make sure you click the corresponding radio button. You can enter information into one or more fields.
- User
- Supplier
- Contract Type
- Department
- Expiration Dates
- UNSPSC Classifications
- Contract Status (Active or Archived)
- Options

3 Search for a Specific Line Item

You can choose one or more of the following search criteria:

- Title
- Product code
- Supplier
- Contract type
- Classification

Once you have found the contract or item you are looking for, click the title of the contract or contract item to view the details which will include:

- Title
- Contract Number
- Department
- Contract Type Description

- Start & Expiration Date
- Contracts
- Supplier
- Project Location
- Award Date
- Contract Documents & Attachments
As a separate attachment in this section you will see the LPA instructions informing you how to use the contract. If additional attachments have been uploaded to the contract, you will see a link to them as well.
- Contract Items