**GovShop Search Assistance Tool (GSAT) BETA**

***PURPOSE OF THIS TOOL***

*As search keywords and codes are critical to any market and supplier research, this “Search Assistance Template” is designed to help users identify key terms and codes that can be used to:*

1. *Conduct supplier searches on GovShop*
2. *Conduct broader market research through other sources*

***FEEDBACK:*** *Please contact us with any feedback at* [*govshop@publicspendforum.net*](mailto:govshop@publicspendforum.net)*.*

***Time to Complete:*** *Approximately 5-15 min*

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| **Name** | [Enter project/opportunity/acquisition name] |
| 1. **Search Keywords, Codes (and Contracts)**   *Take a few minutes to record keywords that can be used to guide your 1) GovShop supplier research or 2) any other market research.* | |
| **Tips on Identifying Keywords**  Keywords can be difficult to identify but a few minutes can pay off in a big way. Some tips on how to identify keywords:   1. Use any document that states the nature of requirements including problem statements, SOWs, pre-solicitation, solicitation, etc. 2. Review/identify category codes and look within their definitions – go to [psctool.us](https://psctool.us) to search for codes and keywords 3. Look on Google for related terms | ***Record keywords here and then use to conduct your search (and refine list as you go).***   * E.g. Flight operations * E.g. Signals intelligence * E.g. administrative services & healthcare |
| 1. **COMMODITY CODES (OPTIONAL)**   *Optional - Take a few minutes to identify the commodity codes (e.g. PSC, NAICS, NIGP) for your requirement.* ***Remember, more than one code is usually associated with a requirement*** | |
| **Codes**  Sources to identify codes:   * GovShop category codes [here](https://govshop.publicspendforum.net/commodity-codes/psf-cybersecurity-3/) * [PSCtool.us](https://psctool.us/) | ***Record category codes here.***   * E.g. PSC – J015 | Maintenance/Repair/Rebuild of Equipment- Aircraft and Airframe Structural Components |
| 1. **CONTRACT VEHICLES (OPTIONAL)**   *Optional - You can also identify suppliers by identifying existing contract vehicles, using your keywords.* | |
| **Contract Vehicles**  Even if you will not use the contract vehicle, you can use the search to identify potential suppliers that are part of the vehicle.  Sources to identify codes:   * GovShop Contracts Directory [here](https://govshop.publicspendforum.net/contract-vehicles/) | ***Record contract vehicles here.***   * E.g. Federal Supply Schedule 190 06 | Aircraft Ground Support Vehicles and Equipment |