GSA Forecast Tool User Guide

The GSA Forecast Tool provides information on planned prime contracting opportunities and makes it easier for vendors to find such opportunities. The tool assists with acquisition planning by helping vendors learn about contracting opportunities early in the process. Below are tips on how to use the tool and take advantage of its features.

Accessing the GSA Forecast Tool

The GSA Forecast Tool can be accessed at www.gsa.gov/smallbizforecast or https://hallways.cap.gsa.gov/app/#/x/forecast-of-contracting-opportunities. Once in the Acquisition Gateway, click on the blue button labeled 'Non-Federal Government & Public Users', then from the top navigation bar, select 'Tools', then 'Forecast of Contracting Opportunities'. Registration, a username, or passwords are **not** required to use the GSA Forecast Tool.

Finding Planned Opportunities

Users can find planned opportunities in the GSA Forecast Tool using the filter and search capabilities.

Filters

Anticipated opportunities can be filtered and multi-filtered by:
- Agency
- Place of Performance
- Acquisition Strategy (the type of vendor for which the procurement award is planned)
- NAICS Code
- Projected Solicitation Quarter
- Contract Type

To filter, select from the list of available filters on the left. Filter values and results are based on information currently in the tool. Filter values with no listings associated with them are not displayed.

Search

Anticipated opportunities can be searched by:
- Region
- Organization
- Point of Contact
- Small Business Technical Advisor
- Listing ID

To search, type a word or phrase in the box on the left labeled 'Keyword Search'.

Share and Download

Filter and search results may be shared by clicking on '*Share'* at the top. Copy the URL (using Ctrl-C) and share the link to filter or search results using email or text.

All listings in the GSA Forecast Tool, search results, or filter results may be downloaded to a CSV file by clicking on the green '*Results to CSV'* button in the bottom left corner. The file downloads to Microsoft Excel.

Additional Features
- Select the '*Reset"* button at the top to clear filter and search results
- Click on the blue '*View Details'* button in a listing to view:
  - '*Last Modified Date'*- each listing displays the last date it was modified
  - '*Listing ID'* - each listing has a unique identification number

GSA Forecast Tool Disclaimer

All projected procurements are subject to revision or cancellation. Final decisions on the extent of competition, small business participation, estimated value, or any aspect of the procurement action will not be made until each procurement is posted to Federal Business Opportunities (FedBizOpps). Forecast data is for planning purposes only and is not a commitment by the government to purchase the described products and services. If you have any questions about the GSA Forecast Tool itself, contact us at forecasthelp@gsa.gov.