

Search COSTARS Exclusive Contracts

Purpose

Use this procedure to search for COSTARS Exclusive Contracts.

Prerequisites

- Know what you want to buy (for example, trucks or office supplies)
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Website Path

Use the following website:

www.dgs.pa.gov

Procedure

Access the COSTARS Portal

1. Go to www.dgs.pa.gov.
 2. Select **COSTARS**.
 3. Scroll down to **Quick Access**.
 4. Select **Browse Contracts**.
 5. Select **Search Contracts**.
 6. Choose **COSTARS Contracts**.
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Find a Contract

7. Select the **Contract** dropdown menu.
8. Select a contract (for example, **Municipal Work Vehicles**).
9. Select **Search**.

A list of vendors will display.

View Contract Information

10. Select **Contract Overview**.
 11. Open the PDF and scroll to review the contract.
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Narrow Your Search (Optional)

12. Use the dropdown menus to narrow your search:
 - Category
 - Vendor
 - Manufacturer
 - County
 13. Select **Search**.
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View Vendor Contract

14. Select **Vendor Contract**.
 15. Open the PDF to view:
 - Contact information
 - Products
 - Prices
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Start a New Search

16. Select **Reset** to start a new search.
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Result

You have successfully searched for COSTARS Exclusive Contracts.