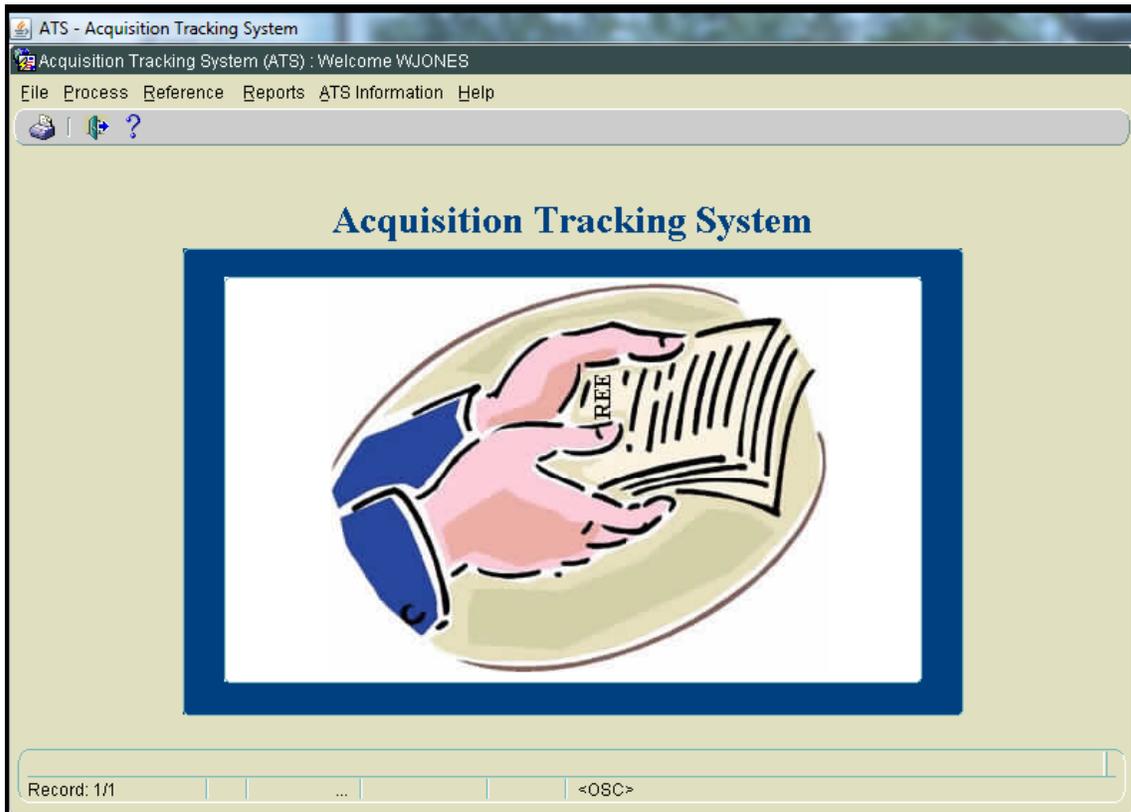


# **Acquisition Tracking System (ATS)**

June 2013

## Home Screen



Choosing <File> will print the User Guide or exit the software.

Choosing <Process> will open the Requisition/Awards sub-menu.

Choosing <Reference> will open a list of the reference tables to be viewed; only the System Administrator may edit these tables.

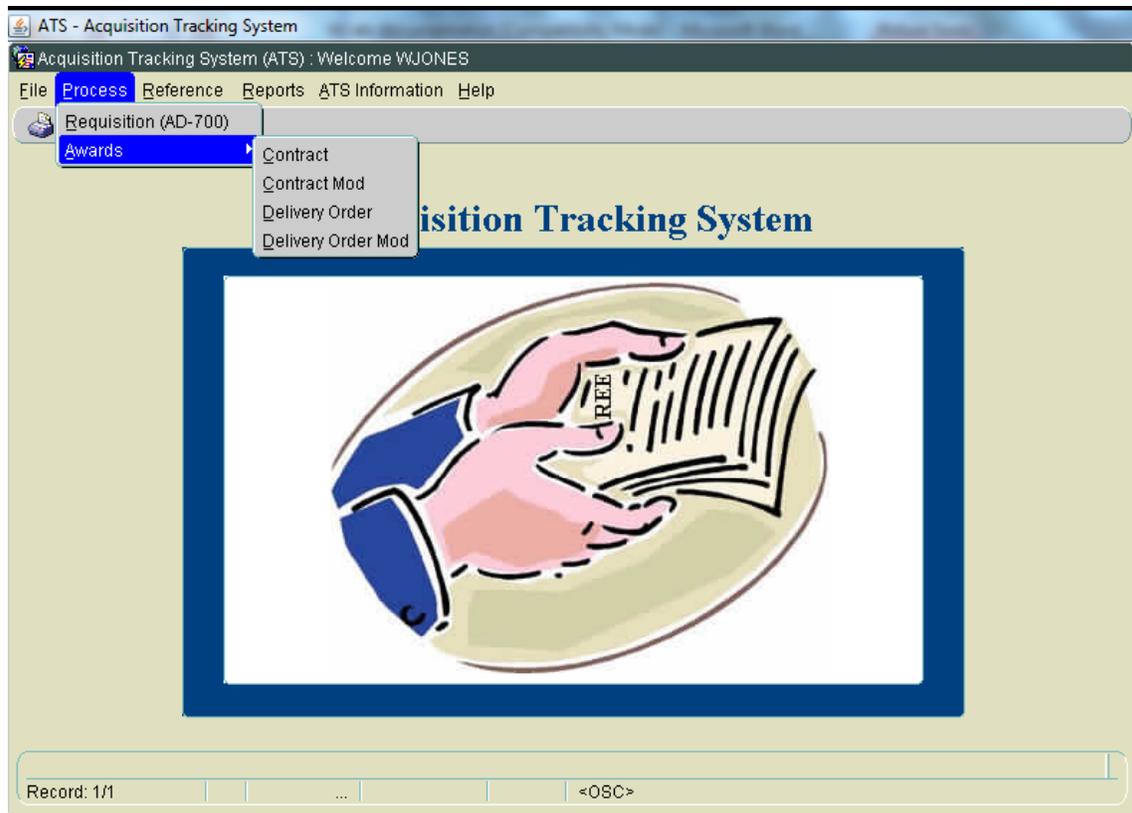
Choosing <Reports> will open a list of reports that can be generated.

Choosing <ATS Information> will offer “What’s New” or the ATS User Guide.

Choosing <Help>, then <About> will display the current version of the software.

**\*NOTE\* - ATS is a legacy system, and therefore contains both older contract information and recent awards. The organizational indicators “DC” and “MD” are no longer applicable and have been replaced by the BSC and Area indicators. Additionally, in the original system, dashes were not included in the award numbers.**

**CURRENT PRACTICE is to include dashes to match the IAS-generated award numbers.**



Choosing <Requisition (AD-700)> will allow entry, editing or deletion of a requisition.

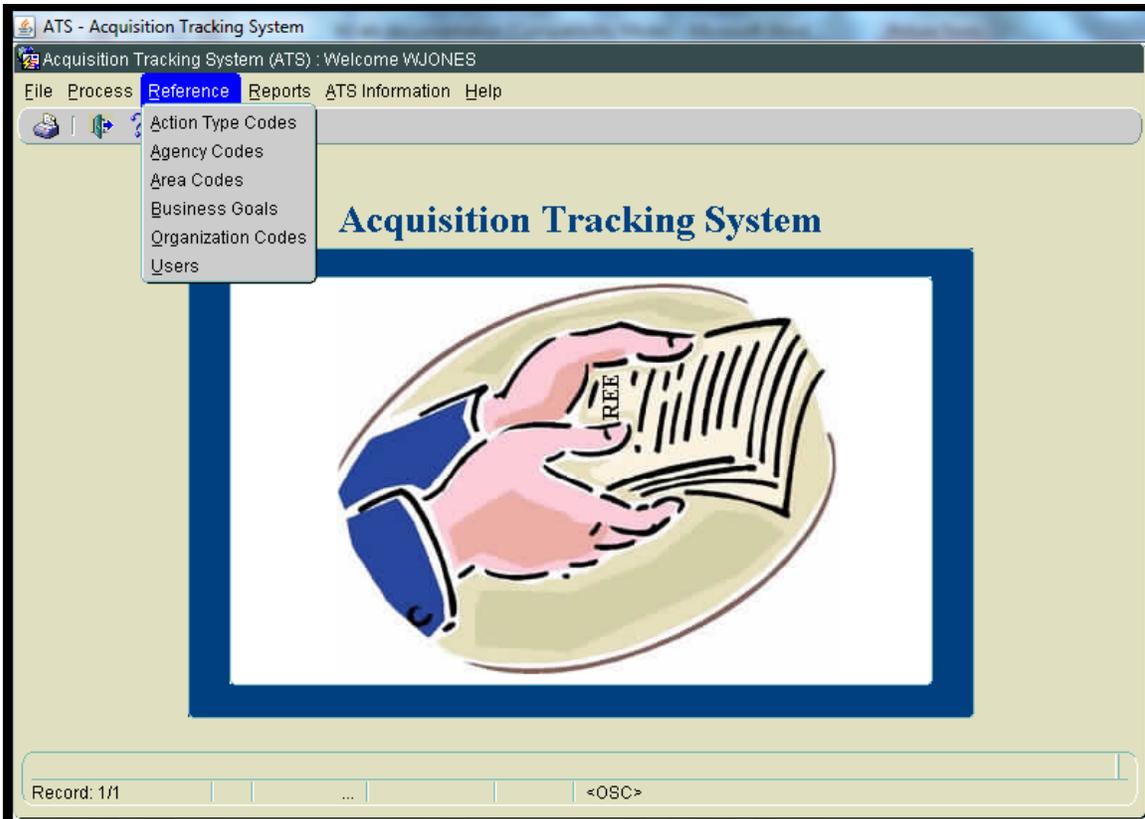
Choosing <Awards> will display the award sub-menu (shown above).

Choosing the <Contract> option will display the <Award Contract> screen. The <Award Contract> screen will allow entry, editing or deletion of an award action (purchase order, contract).

Choosing the <Contract Mod> option will display the <Award Contract Mod> screen. The <Award Contract Mod> screen will allow entry, editing or deletion of an award modification action (purchase order or contract).

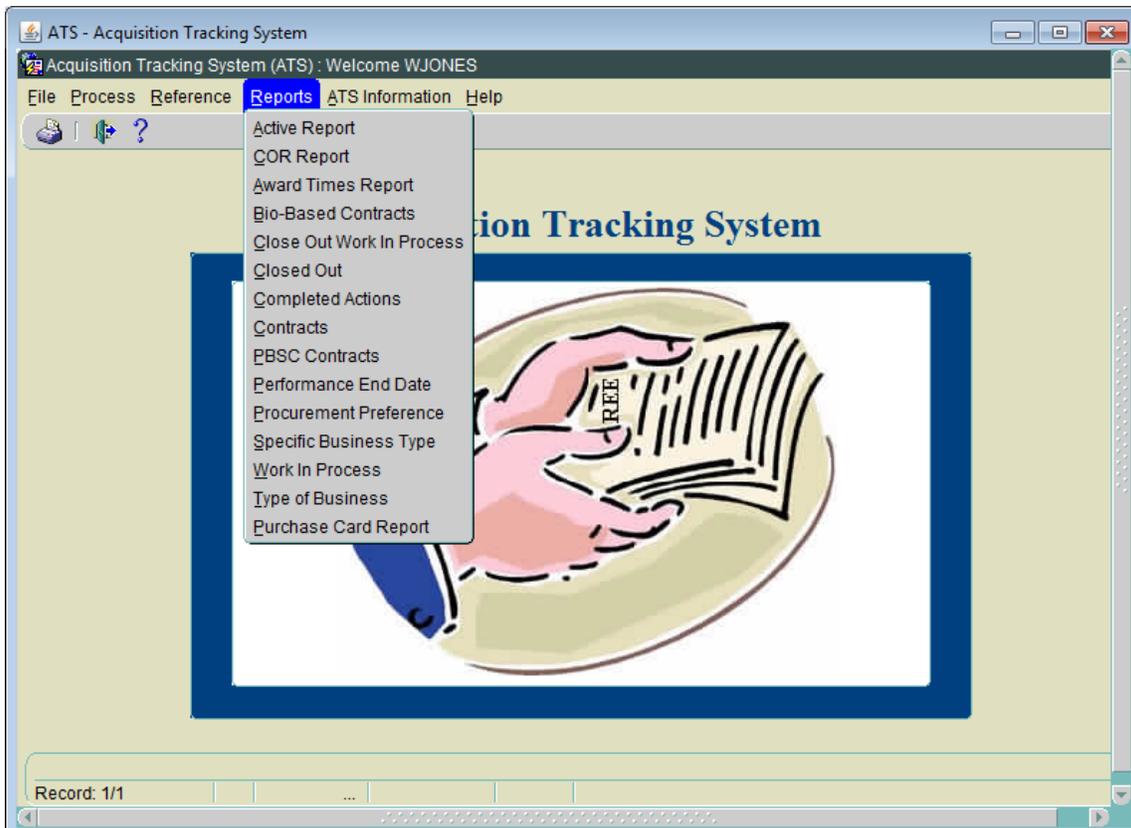
Choosing the <Delivery Order> option will display the <Award Delivery Order> screen. The <Award Delivery Order> screen will allow entry, editing or deletion of a delivery order (DO) award action (purchase order or contract).

Choosing the <Delivery Order Mod> option will display the <Award Delivery Order Mod> screen. The <Award Delivery Order Mod> screen will allow entry, editing or deletion of a DO award modification action (purchase order or contract).



These are the reference tables that can be viewed or maintained in the system. Only the System Administrator can make additions or changes to these tables.

## ATS User's Guide



Selecting any of these reports will open a selection screen for that report.

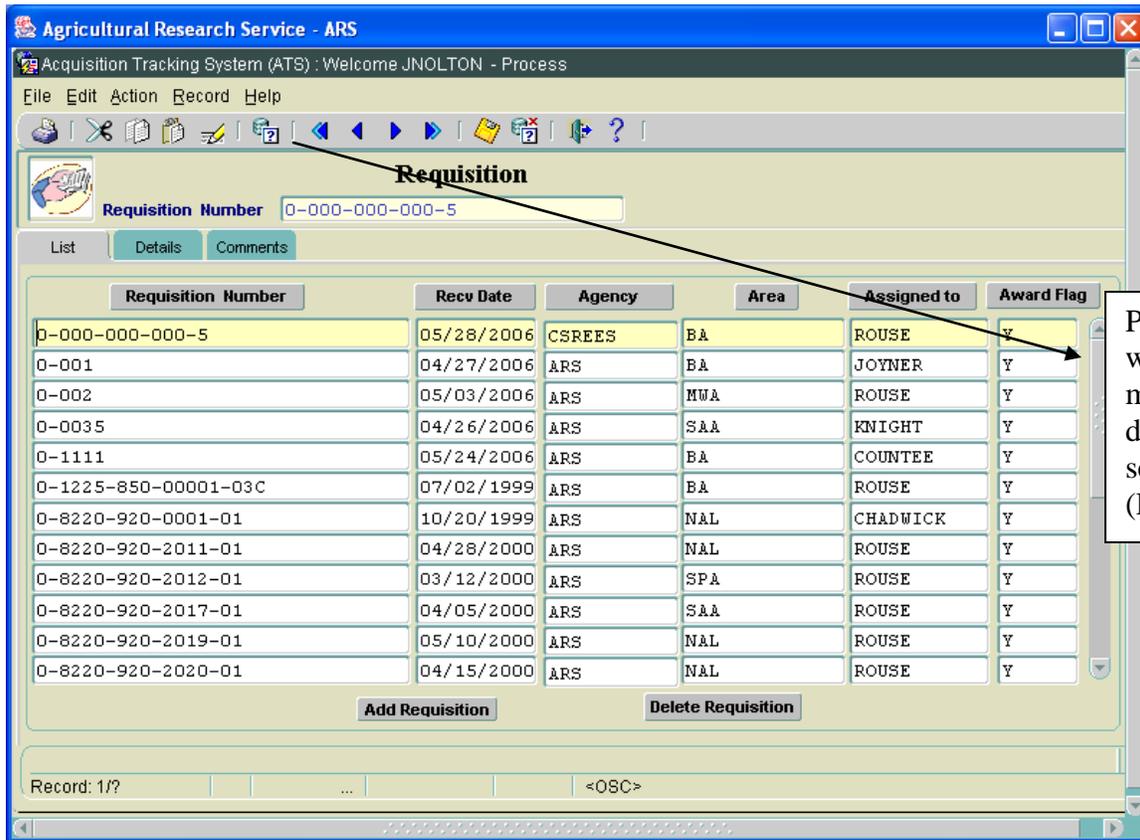
# **PROCESS: REQUISITION And AWARD**

**Included in this section: Deleting Records and Close Outs**

**\*NOTE\* - ATS is a legacy system, and therefore contains both older contract information and recent awards. The organizational indicators “DC” and “MD” are no longer applicable and have been replaced by the BSC and Area indicators. Additionally, in the original system, dashes were not included in the award numbers.**

**CURRENT PRACTICE is to include dashes to match the IAS-generated award numbers.**

## Requisitions



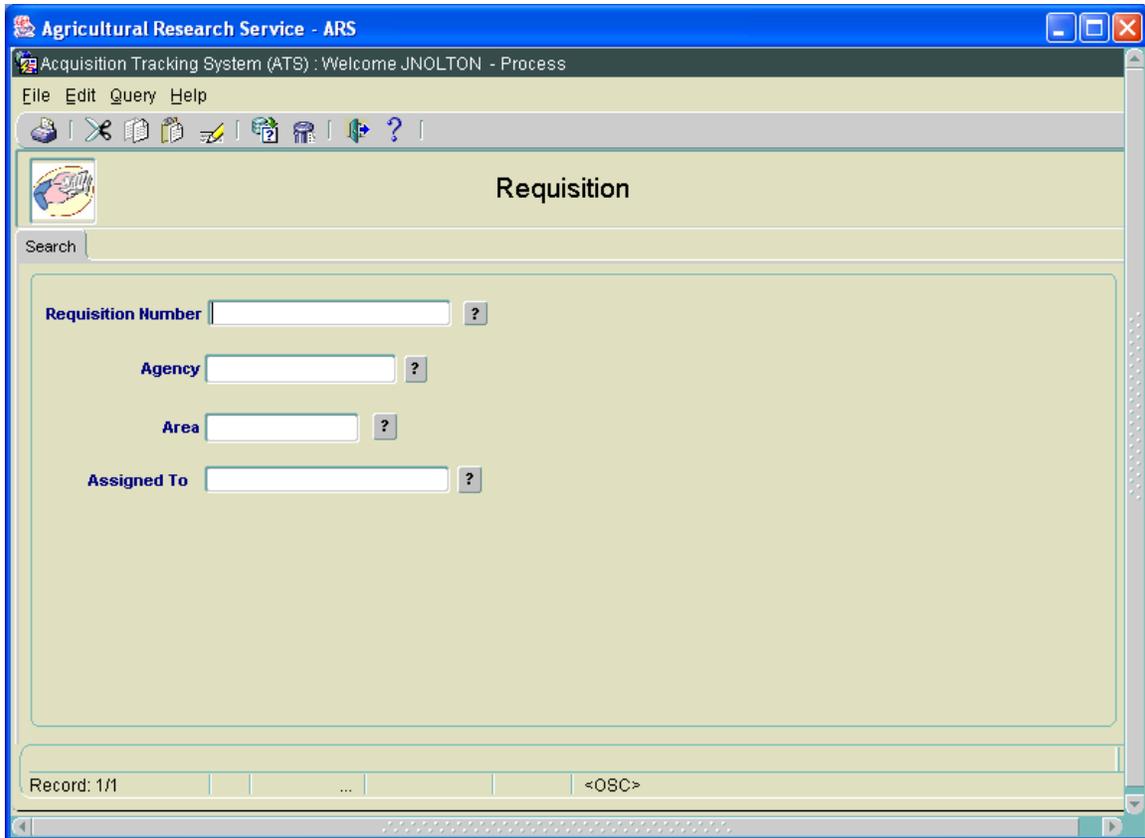
This screen lists all requisitions in the system, defaulting to a list in ascending order by Requisition Number. You can click on each column heading to change the order from ascending to descending, or to select a sort by Requisition Number, Receive Date, Agency, Area, Assigned to, or Award Flag. These variables represent the main data elements for requisitions in the system.

A requisition is considered awarded when <Award Flag> is set to 'Y'. The Award Flag is set by making the award in ATS through <Award Contract>, <Award Contract Mod>, <Award Delivery Order> and/or <Award Delivery Order Mod>. It is not possible for the user to change the value independently; the value is triggered by the award action.

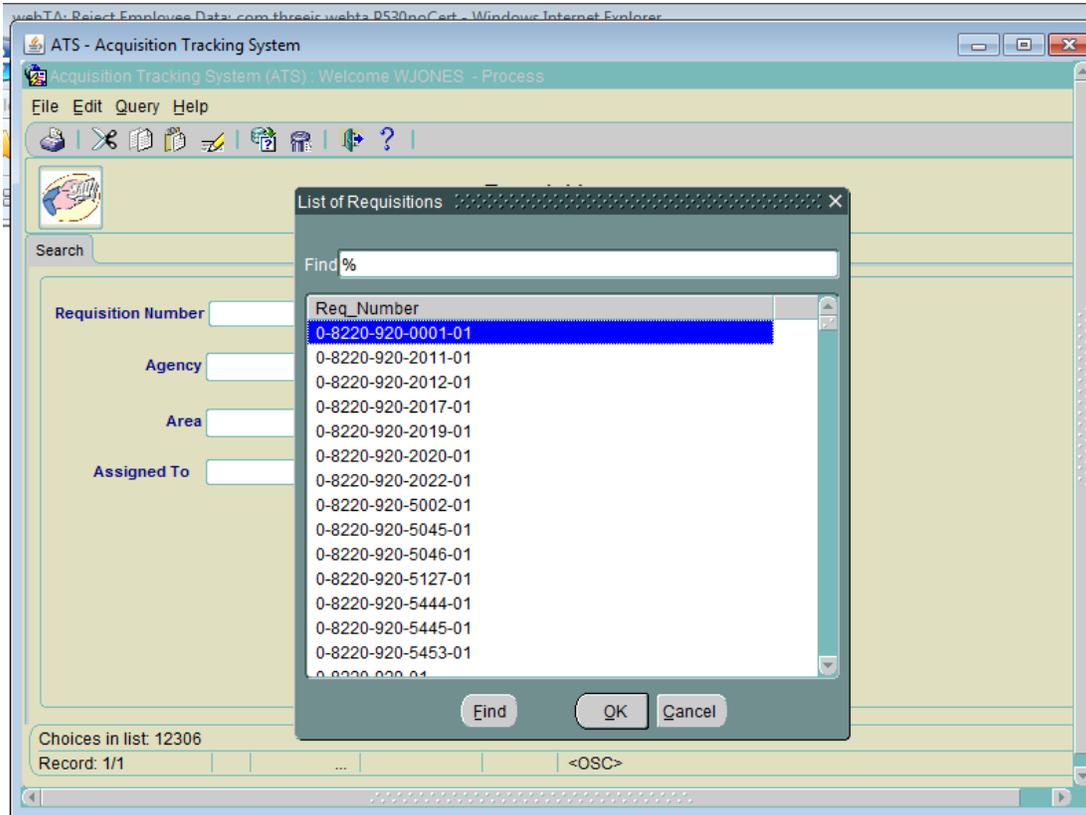
Highlight a particular record by clicking on the desired line. Selecting a record and choosing the <Details> tab opens the details screen and allows the editing of any data element for that record except the requisition number or award information – the requisition number cannot be changed, and award information is entered in the various <Award> screens. To correct an incorrect requisition number, the requisition must be deleted and re-entered. Reference Page 11 for the layout of the details screen.

Choosing the <Add Requisition> button will open the detail tab and allow entry of new data (reference Page 11). Choosing the <Delete Requisition> button will delete the

**highlighted** requisition if it has not been awarded. If the requisition has been awarded, a message will be displayed indicating the requisition has been awarded and cannot be deleted until the award record itself has been deleted (reference Page 15).



This search screen is available while in the Requisition function. When the drum with question mark at the top of the list screen is clicked, this screen will appear. It is used to search the requisition table. Searches may be done using all of these fields or any combination of the fields. In order to see all the requisitions in the system, leave all fields blank and press the <Enter> key on this screen.



## Requisition Number Lookup

This screen allows you to scroll through all requisitions in the system. To narrow down the list, you can:

- Begin typing a number and the list will automatically be narrowed

OR

- Click in the “Find” field IN FRONT OF the “%” and enter a specific requisition number or the beginning of an abbreviated number and click “Find”.

Similarly, lookups by Agency, Area and/or Assigned To are available by list or by entered value.

The Requisition detail screen is used to enter new requisitions or modify existing requisitions. It is divided into 3 parts:

- The top part collects information on who is processing the requisition
- The middle part collects information on the actual requisition and the customer
- The bottom part displays award information for awarded requisitions and is auto-loaded from the <Award> processes.

Data fields & definitions:

**Organization:** The Area or Business Service Center that is processing the requisition. It is selected from a drop down list of values stored in a reference table. **This is a required field.**

**Name:** The individual processing the requisition. It is selected from a drop down list of values stored in a reference table. **This is a required field.**

**Requisition Number:** The number assigned by IAS, or in the case of a non-IAS action, by the requesting organization, to the requisition. It can up to 35 characters. Each requisition number entered must be unique as no two requisitions can have the same number. **This is a required field.**

**Receive Date:** The date the requisition is assigned to a Specialist or Agent. This date will trigger the beginning of the Procurement Action Lead Time (PALT). The format is DD/MM/YYYY. The date may be typed into the field or chosen

Calendar icon used for dates

from a calendar displayed when the calendar icon is pressed. **This is a required field.**

**Agency:** The agency submitting the requisition. It is selected from a drop down list of values stored in a reference table. **This is a required field.**

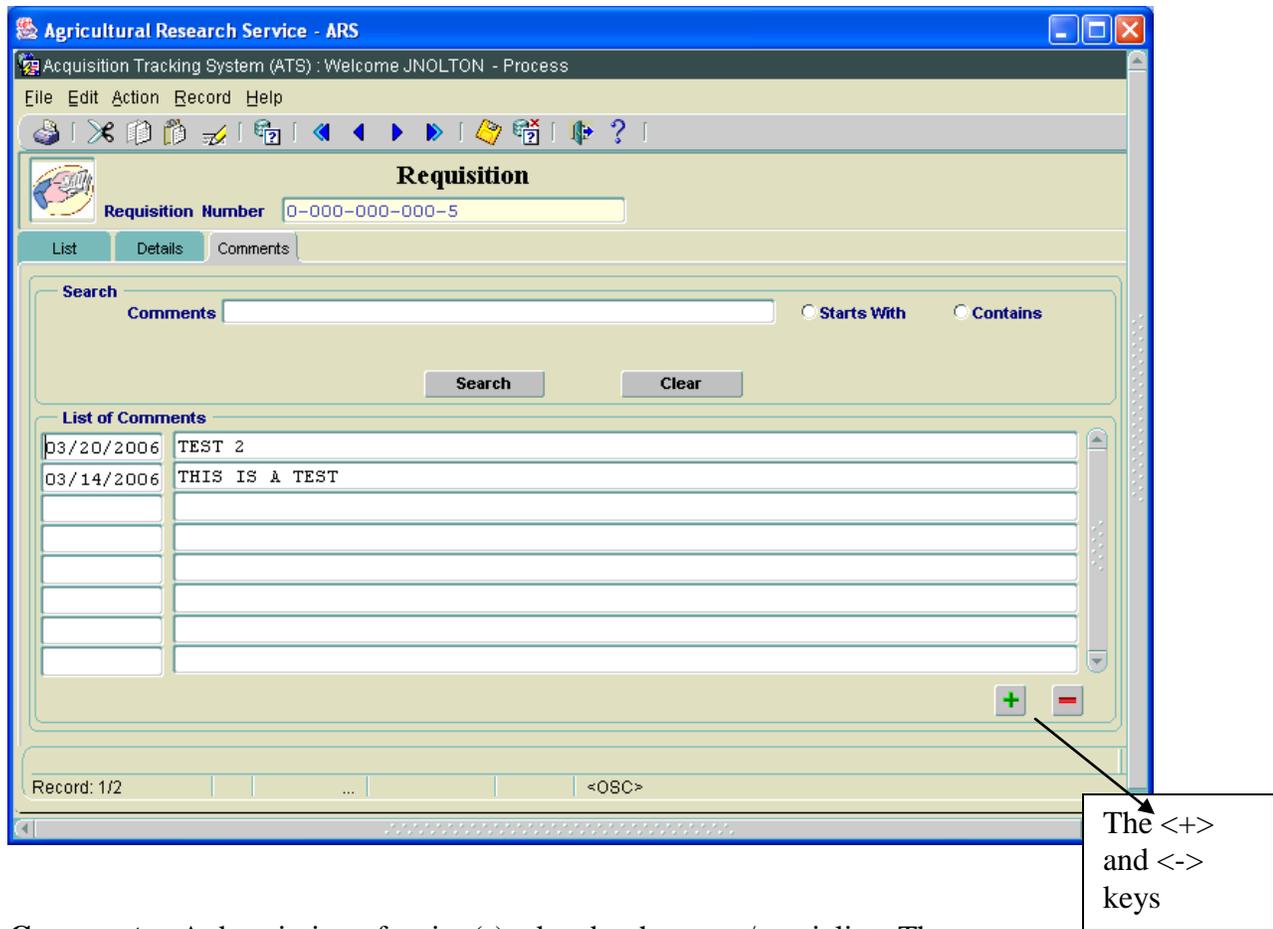
**Area:** The area submitting the requisition. For ERS, NASS, and NIFA this is automatically defaulted to HDQ. For ARS, it is selected from a drop down list of values stored in a reference table. **This is a required field.**

**Description:** A 400 character description of what is being requested on the requisition. **This is a required field.**

**Requisition Amount:** The amount of money on the requisition.

**Technical Point of Contact/Tech Phone Num:** The name and phone number for the Program Office point of contact for this action. These are optional fields.

Any field other than the requisition number can be edited. If a requisition number needs to be changed, the requisition must be deleted and reentered with a new number. If the requisition has been awarded with the incorrect number, then the awarded action must be deleted prior to deleting the requisition. When entering the new requisition, information can be copied and pasted from the old requisition into the new.

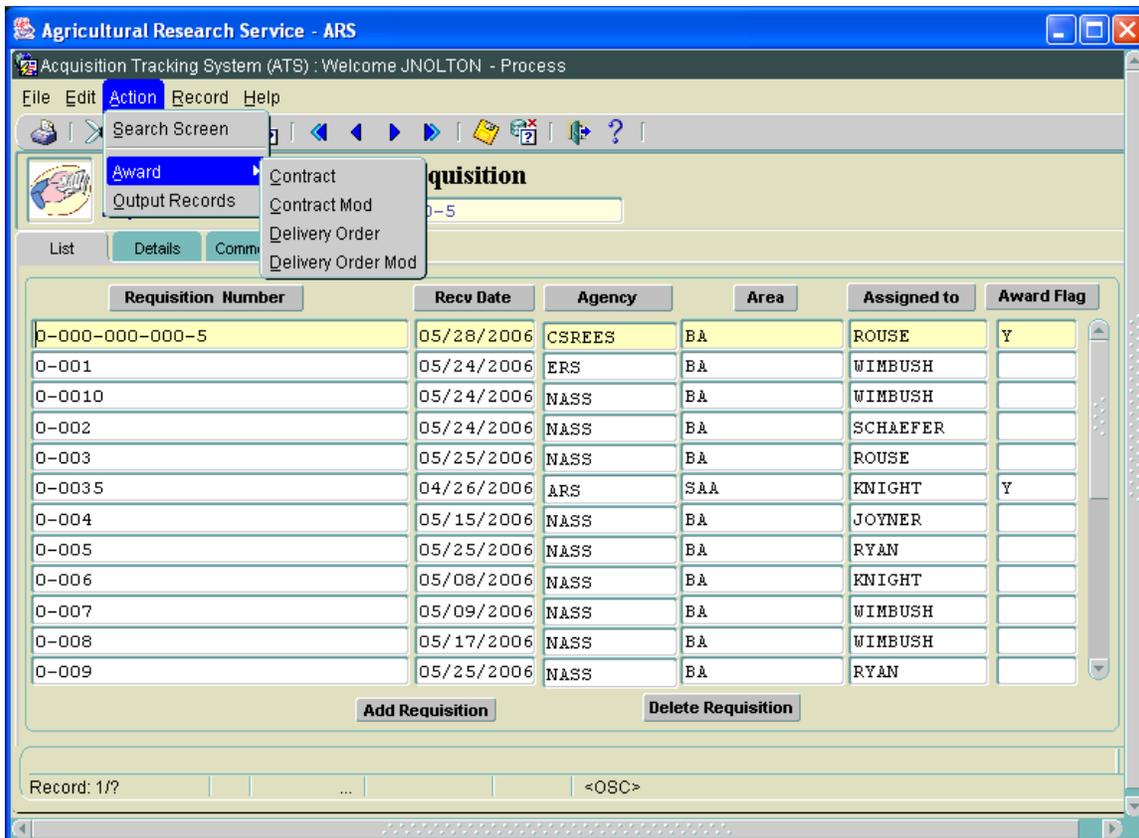


**Comments:** A description of action(s) taken by the agent/specialist. The user may enter as many comments as necessary to capture the activity. The comments will be stored in descending order by date & time.

A user adds a comment by choosing the '+' key in the lower right corner of the screen. An edit window automatically opens where the user can type the comment. When finished, choosing the save button at the bottom of the edit window will save the comment and return the user to this screen. In order to delete a comment, highlight the comment and press the <->.

Only the first 50 characters of the comment will be displayed. To read the complete comment, the user needs to highlight the item and press the <Enter> key. As with adding a comment, an edit window opens displaying the complete comment.

The search feature at the top allows a search all the comments for a particular requisition that meets the specified criteria. For example, you could search for all the comments starting with 'This'.



There are two ways to access the <Award> screens when the action is ready to be awarded:

- On the <Requisition> screen showing the list, make sure you have the desired requisition highlighted and select <Action> from the menu at the top of the screen. A drop-down list of options will appear. From this list choose <Award> and additional options will appear. From the options displayed, select the type of award and the corresponding award screen list will open (reference Pages 15, 22, 26 or 30).

-OR-

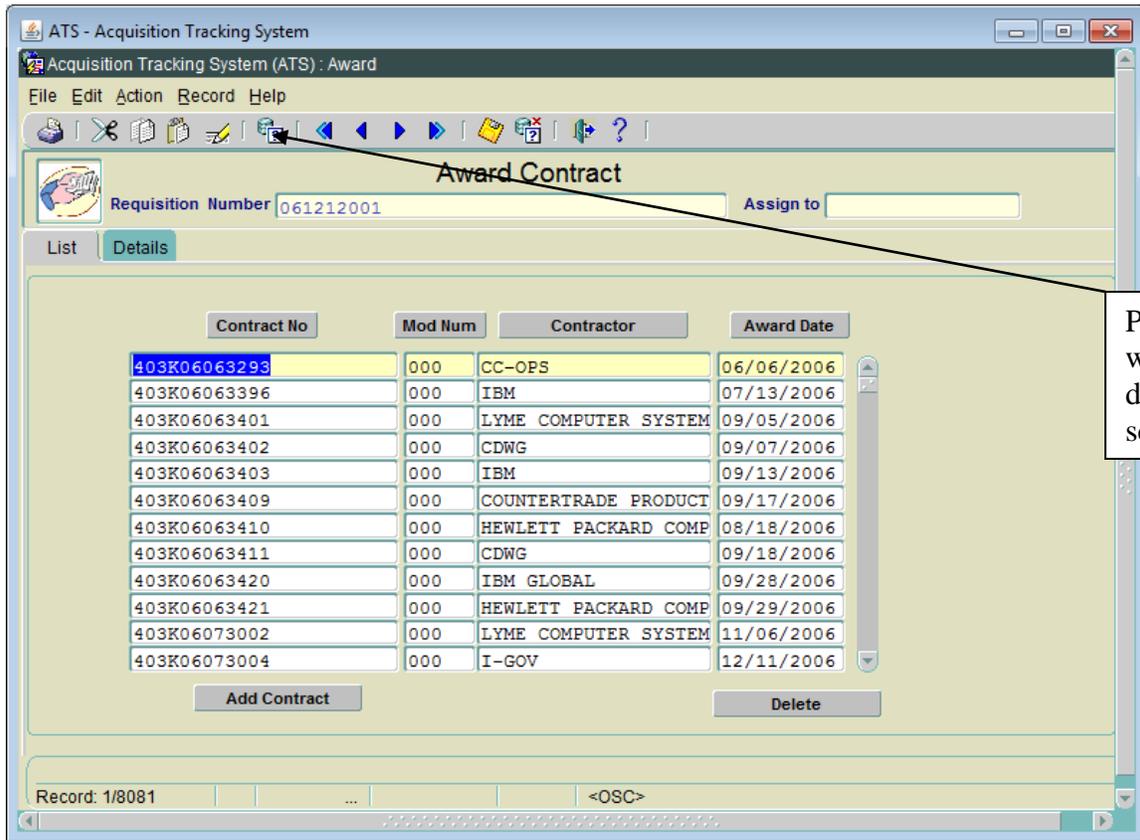
- From the ATS home screen, select <Process> and <Awards>, then select the appropriate award action and the corresponding award screen will open.

\*A note about the drop-down list that appears when selecting <Action> within the <Requisition> screen:

<Search Screen> will display the same screen that choosing the drum/question mark icon displays.

<Output Records> is for use by the System Administrator.

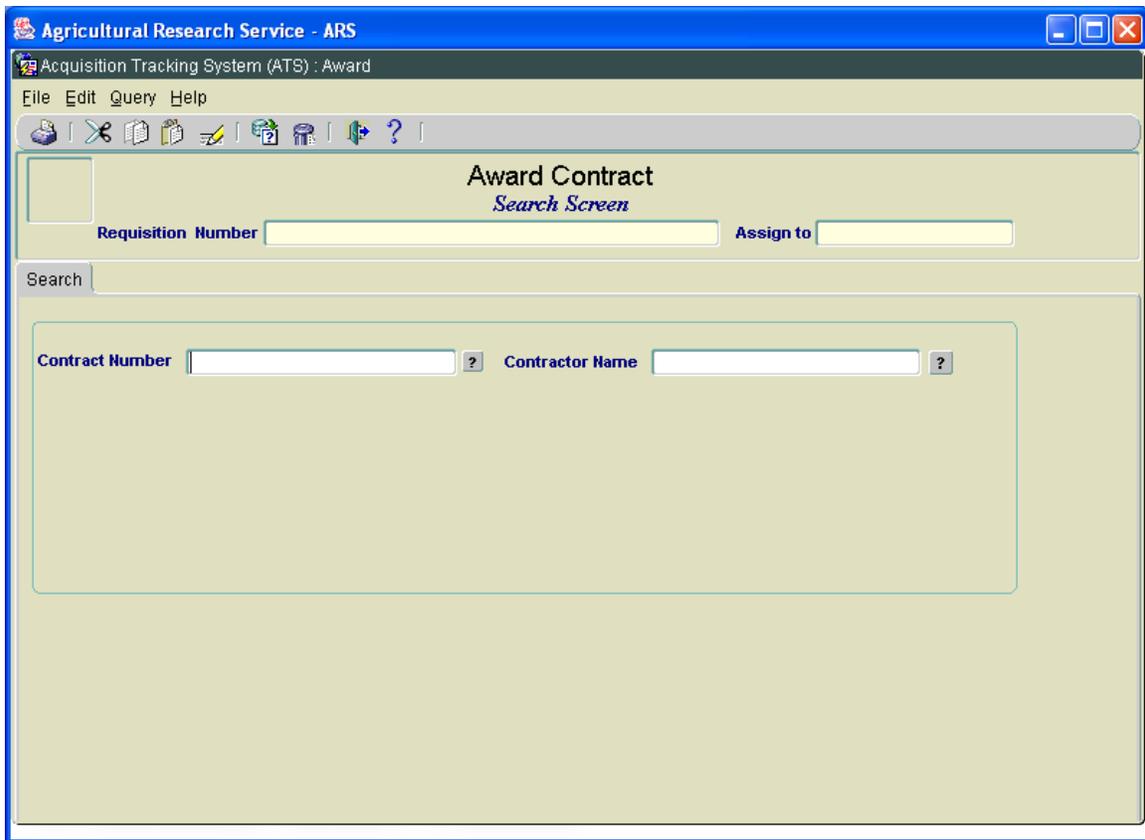
## Awards



This screen lists all contract awards in the system, defaulting to a list in ascending order by Contract Number. You can click on each column heading to change the order from ascending to descending, or to select a new sorting variable – you can sort by Contract Number, by Mod Number, by Contractor, or by Award Date. These variables represent the main data elements for contracts in the system. Selecting the Mod Number heading will only sort on the Base Award; mods are shown in the <Award Contract Mod> screen.

Choosing the <Add Contract> button opens the detail tab and allows entry of a new contract (see Page 19). Choosing the <Delete> button will delete the **highlighted** contract. A check is done to ensure it does not have an award date and/or awarded mods or delivery orders against it. If either of these conditions are met, a message is displayed and you are not allowed to delete the record.

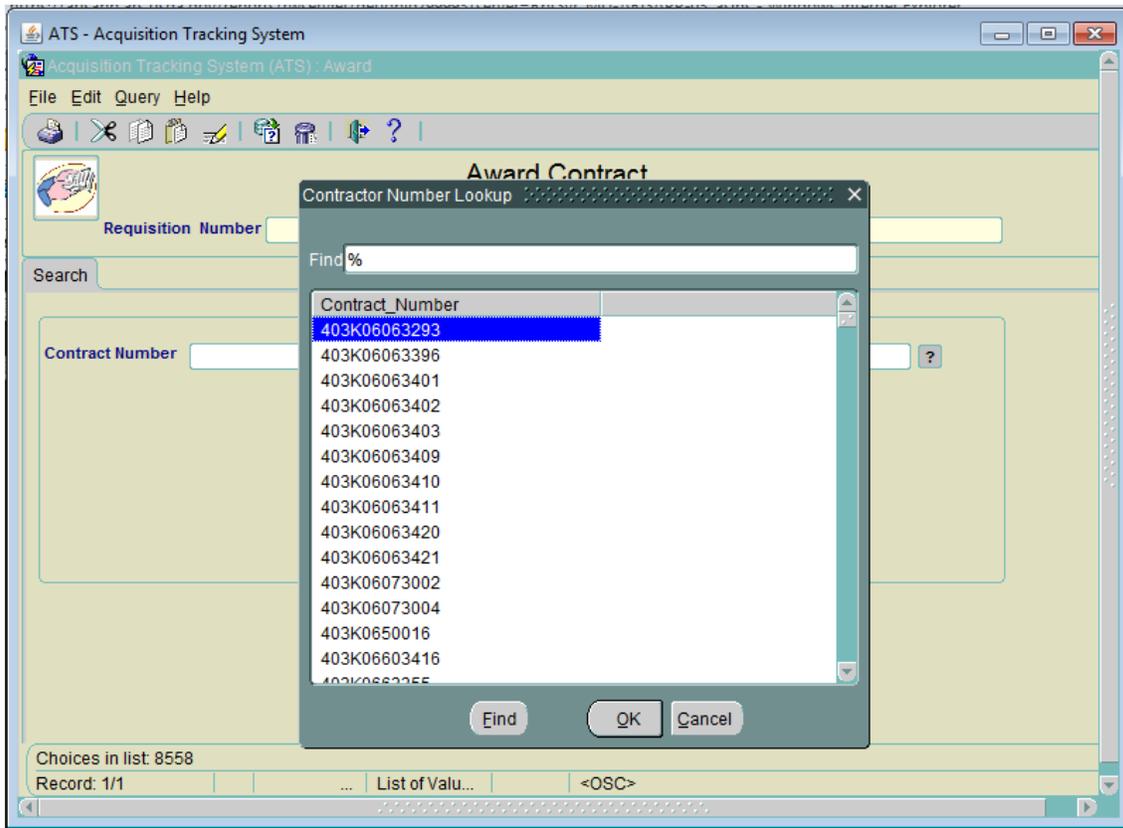
To delete an award that has been awarded, you must clear the “Award Date” field on the Details screen (reference Page 20). Caution must be used when deleting awards.



This search screen is available while in the <Award Contract> function. When the drum with question mark at the top of the list screen is clicked, this screen will appear. It is used to search the contracts table.

Searches may be done using both of these fields or a combination. In order to see all contracts in the system, leave all fields blank and press the <Enter> key on this screen.

Clicking on the question mark at the end of either the Contract Number or the Contractor Name field will generate a list of all actions in numerical or alphabetical order in the system – reference the next two pages.



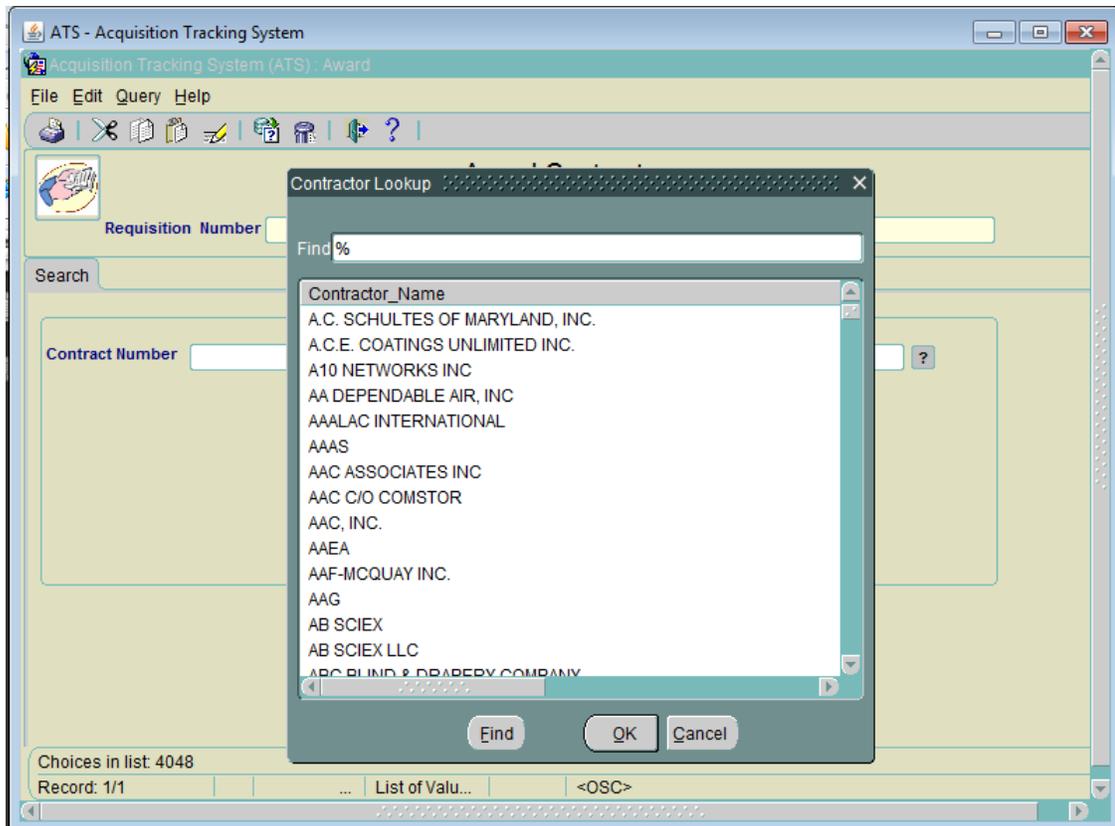
## Contract Number Lookup

This screen allows you to scroll through all contracts in the system. To narrow down the list, you can:

- Begin typing a number and the list will automatically be narrowed

OR

- Click in the "Find" field IN FRONT OF the "%" and enter a specific contract number or the beginning of an abbreviated number and click "Find".



## Contractor Lookup

This screen allows you to scroll through all contracts in the system. To narrow down the list, you can:

- Begin typing a name and the list will automatically be narrowed

OR

- Click in the “Find” field IN FRONT OF the “%” and enter a specific contractor name or the beginning of an abbreviated name and click “Find”.

**Purpose:** This screen is used for the entry or editing of awarded actions.

Data Fields and description:

**Requisition Number and Assign to fields at the top of the screen:** These fields are carried over from the requisition screen and cannot be changed. They are blank when adding a new contract award record.

**Requisition number:** A 35 character field that can be entered manually or chosen from a drop-down list of all unawarded requisitions in the system. A requisition number must be selected before a contract number can be assigned. **This is a required field.**

**Contracting Officer Representative:** \*NOTE\* This field is only to be used if a Contracting Officer Representative (COR) is formally assigned to this contract. This information is for tracking agency CORs.

This field is pre populated with the names of REE employees. Please select the COR from a drop down list. The “X” at the end of this field allows you to delete the COR. If there is no COR, select “N/A” in this field.

**Contract number:** A 20 character field representing the contract number for the awarded action. The number should match the IAS-generated number, complete with dashes. This number must be unique for each contract – it IS POSSIBLE to

duplicate the Contract number. Doing so will cause inaccurate displays and reports, so be sure you enter in the number carefully. **This is a required field.**

**Award date:** The date the action is awarded. The date maybe typed or selected from the calendar displayed when the calendar icon is clicked. Note that, to DELETE a contract, this field must be blank.

**Performance end date:** The date this award will end or be completed. This date must be greater than the award date and less than or equal to the contract expiration date. The date may be typed or selected from the calendar displayed when the calendar icon is clicked. **This is a required field.**

**Total Award Amount:** The amount obligated with this award. This is an optional field. This should not be confused with the Total Contract Amount (reference below).

**Action Type:** The type of action being processed. This will automatically default to 'contract' but can be changed using the drop down list. The values will be: 'Contract', 'Delivery/Task Order against ARS Contract', 'Modification', or 'Simplified Acquisition'. **This is a required field.**

**Contractor:** The contractor receiving the award. This is selected from a drop down list of all contractors in the system. If the contractor is not in the system, the contractor name can be typed in the box and it will automatically be added to the system. **This is a required field.**

**Contract Exp Date:** The date the contract expires. This date must be greater than the award date and greater than or equal to the performance end date. The date maybe typed or select from the calendar displayed when the calendar icon is pressed. **This is a required field.**

**Total Contract Amount:** This is the total value of the contract, all option periods included.

**Main Type of Business:** This indicates the type of business the action is being awarded to. There are only three choices here – 'Large', 'Small', or 'Other'. If a business is 'Small', make a selection as to the type of small business in the "Other Business Types" block. 'Other' is used to indicate award to another entity such as a university. **This is a required field.**

**Other Business Types:** These represent the various small business designations:

<b>8A</b>	8A businesses
<b>WO</b>	Women-owned businesses
<b>SDB</b>	Small disadvantaged businesses
<b>HZ</b>	Hub Zone businesses
<b>AbilityOne</b>	Ability One businesses (NIB/NISH)

<b>VO</b>	Veteran-owned businesses
<b>SDV</b>	Small, disadvantaged veteran-owned businesses

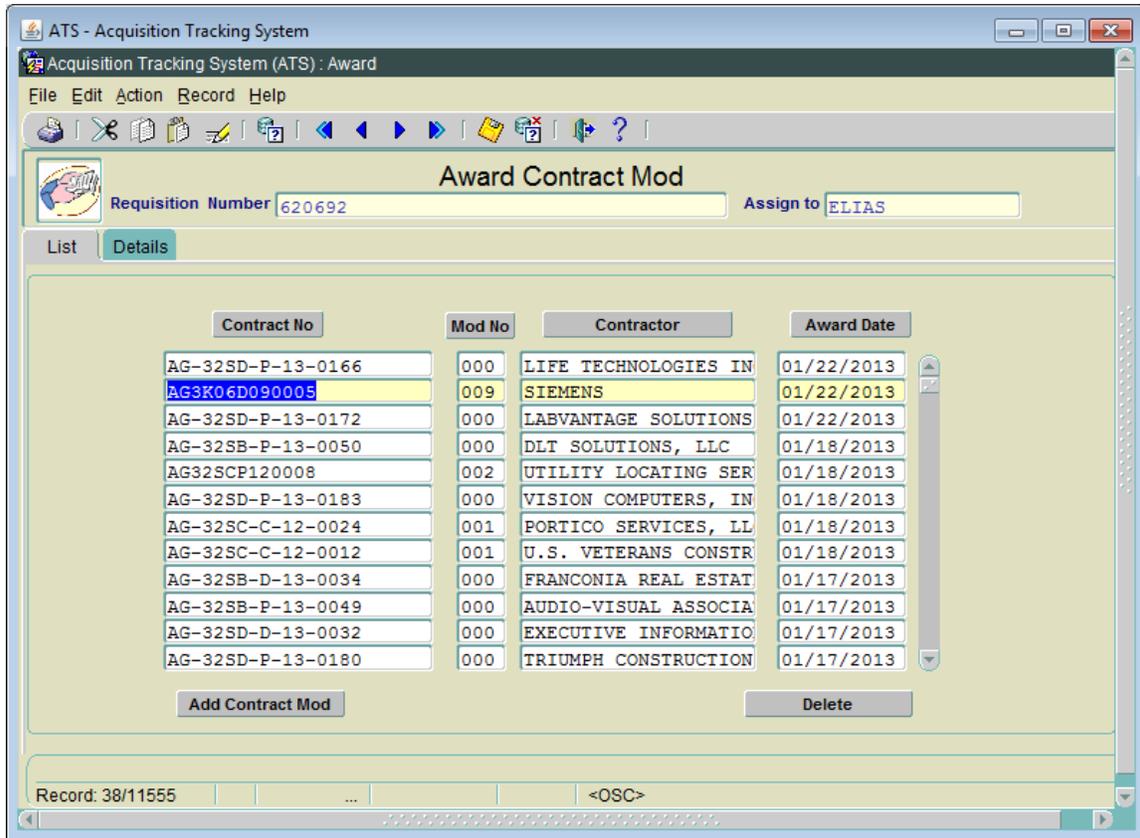
**PBSC:** This indicates the action is a Performance-Based Service Contract (PBSC) award. It is set to default to blank (no). This only needs to be checked if the action is a PBSC contract.

**Bio-Based:** This indicates the action is bio-based. It is set to default to blank (no). This only needs to be checked if the action is a bio-based contract.

**IDIQ:** This indicates the action is an IDIQ contract. It is set to default to blank (no). This only needs to be checked if the action is an IDIQ contract. This information is used in generating the active contracts report for correctly selecting the performance end date.

**Date Assigned to Closeout:** This field used to indicate the date a contract is assigned to the close out process. This cannot be completed if the contract expiration date has not been reached. When a contract is assigned to Close out, a tab labeled "CLOSEOUT" will be attached to the record and will appear when the contract is selected and displayed in this screen. More information is available on Page 35.

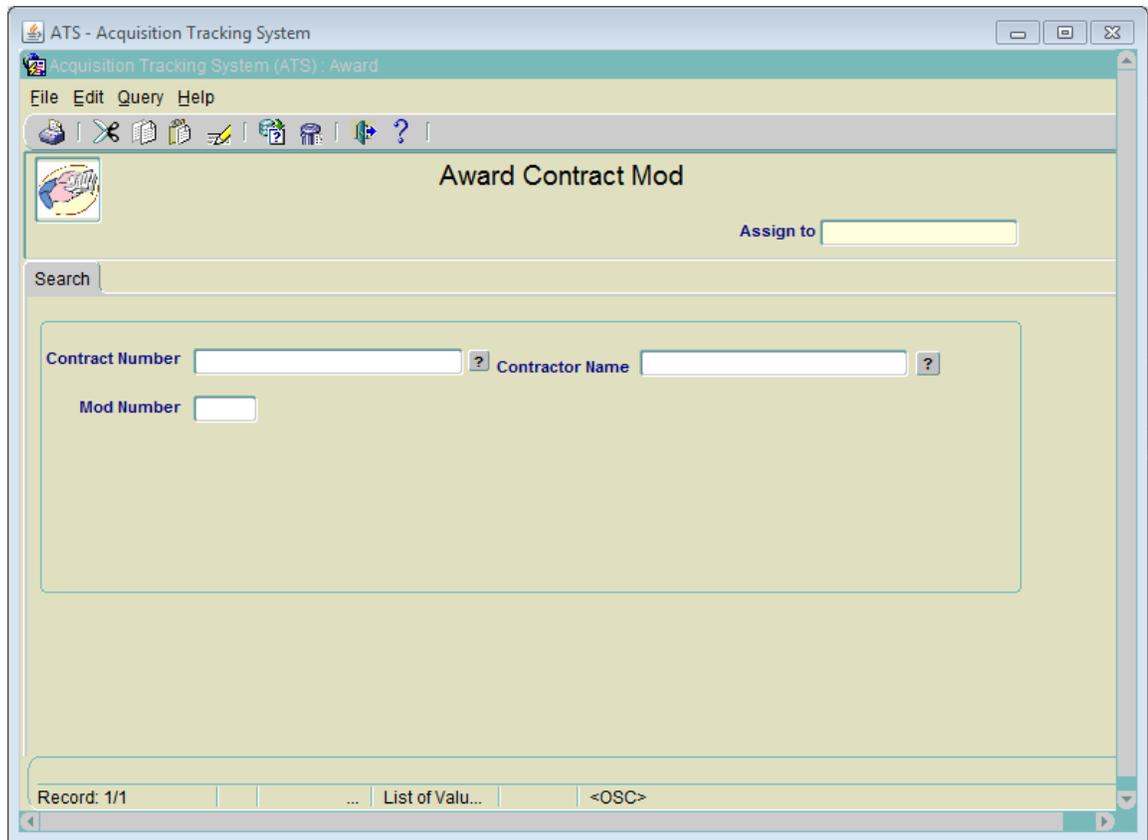
**PCard Procurement:** This box is used to indicate that an action has been awarded using the purchase card.



This screen lists all contract awards in the system, defaulting to a list in ascending order by Contract Number. You can click on each column heading to change the order from ascending to descending, or to select a new sorting variable – you can sort by Contract Number, by Mod Number, by Contractor, or by Award Date. These variables represent the main data elements for contract modifications in the system.

To add a contract modification, you must highlight the appropriate ARS contract number first, then choose the <Add Contract Mod> button. This will open the detail tab and allow entry of a new modification against the highlighted contract (see Page 24). Choosing the <Delete> button will delete the **highlighted** contract. A check is done to ensure it does not have an award date and/or awarded mods or delivery orders against it. If either of these conditions are met, a message is displayed and you are not allowed to delete the record.

To delete an award that has been awarded, you must clear the “Award Date” field on the Details screen (reference Page 25). Caution must be used when deleting awards.



This search screen is available while in the <Award Contract Mod> function. When the drum with question mark at the top of the list screen is clicked, this screen will appear. It is used to search the contract modifications table. Searches may be done using any of these fields or a combination. In order to see all contract modifications in the system, leave all fields blank and press the <Enter> key on this screen.

**Purpose:** This screen is used for the entry or editing of award modifications.

Data Fields and description:

**Requisition Number and Assign to fields at the top of the screen:** These fields are carried over from the requisition screen and cannot be changed.

**Requisition number:** A 35 character field that can be entered or chosen from a drop-down list of all unawarded requisitions in the system. The user must select a requisition number before they can assign a mod number. **This is a required field.**

**Contracting Officer Representative:** The Contracting Officer Representative (COR) assigned to this contract. This field is pre populated with the names of REE employees. Please select the COR from a drop down list. The “X” at the end of this field allows you to delete the COR. If there is no COR, select “N/A” in this field.

**Contract number:** A 20 character field representing the contract number for the awarded action. This is automatically filled in based on the record highlighted on the list screen. **This is a required field.**

**Mod Contract:** A three digit number representing the modification number. "000" is reserved for the Base Award. **This is a required field.**

**Award date:** The date the action is awarded. This is an optional field. The date maybe typed or select from the calendar displayed when the calendar icon is pressed. Note that, to DELETE a contract mod, this field must be blank.

**Performance end date:** The date the action will end or be completed. This date must be greater than the award date and less than or equal to the contract expiration date. **This is a required field.**

**Award Amount:** The amount obligated with this award. This is an optional field depending on the conditions and requirements of the award.

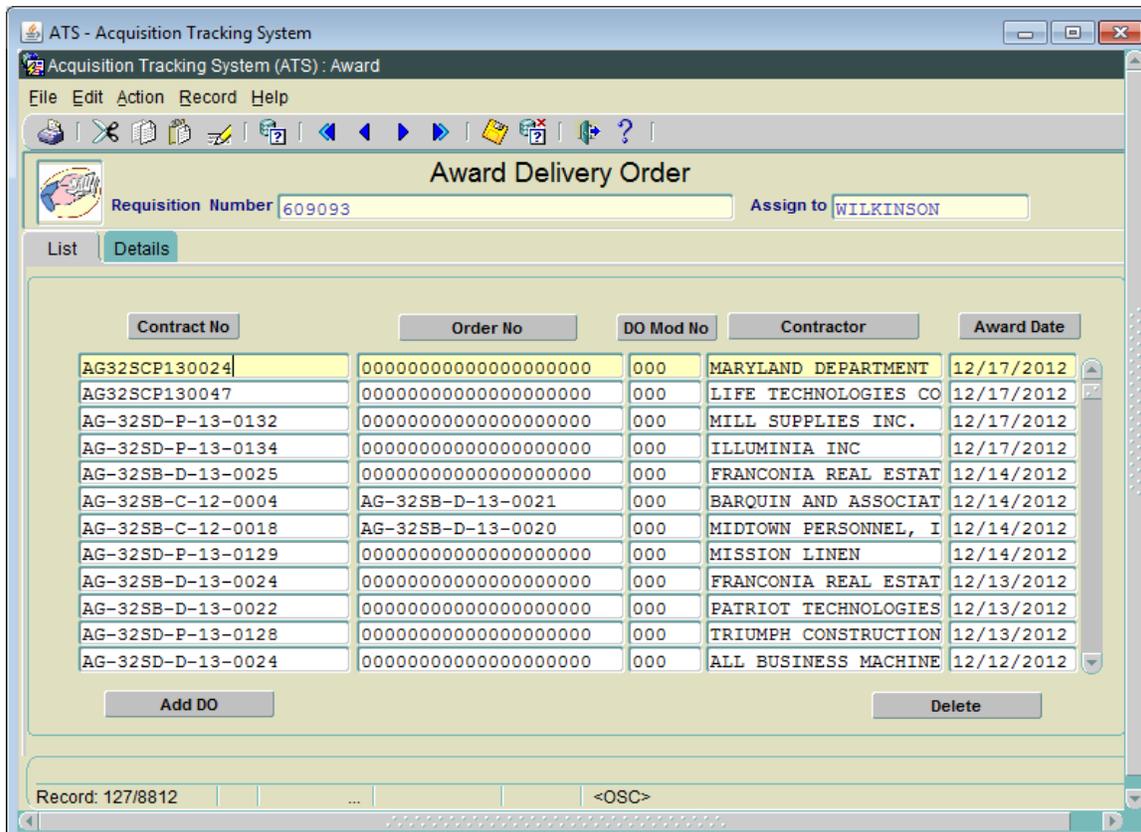
**Action Type:** The type of action being processed. This should always be 'Modification' for this screen. **This is a required field.**

**Contractor:** The contractor receiving the award. This carries over from the contract record but can be changed where necessary. When changing it, it will be selected from a drop down list of all contractors in the system. If the contractor is not in the system, the user can enter it as a new one and the system will automatically add it to the contractor table. **This is a required field.**

**Contract Exp Date:** The date the contract expires. This date must be greater than the award date and greater than or equal to the performance end date. The date maybe typed or select from the calendar displayed when the calendar icon is pressed. **This is a required field**

**Total Contract amount:** The total value of the contract.

**Main Type of Business and Other Business Types:** These are displayed on the screen but cannot be modified. These values can only be changed on the main contract record.

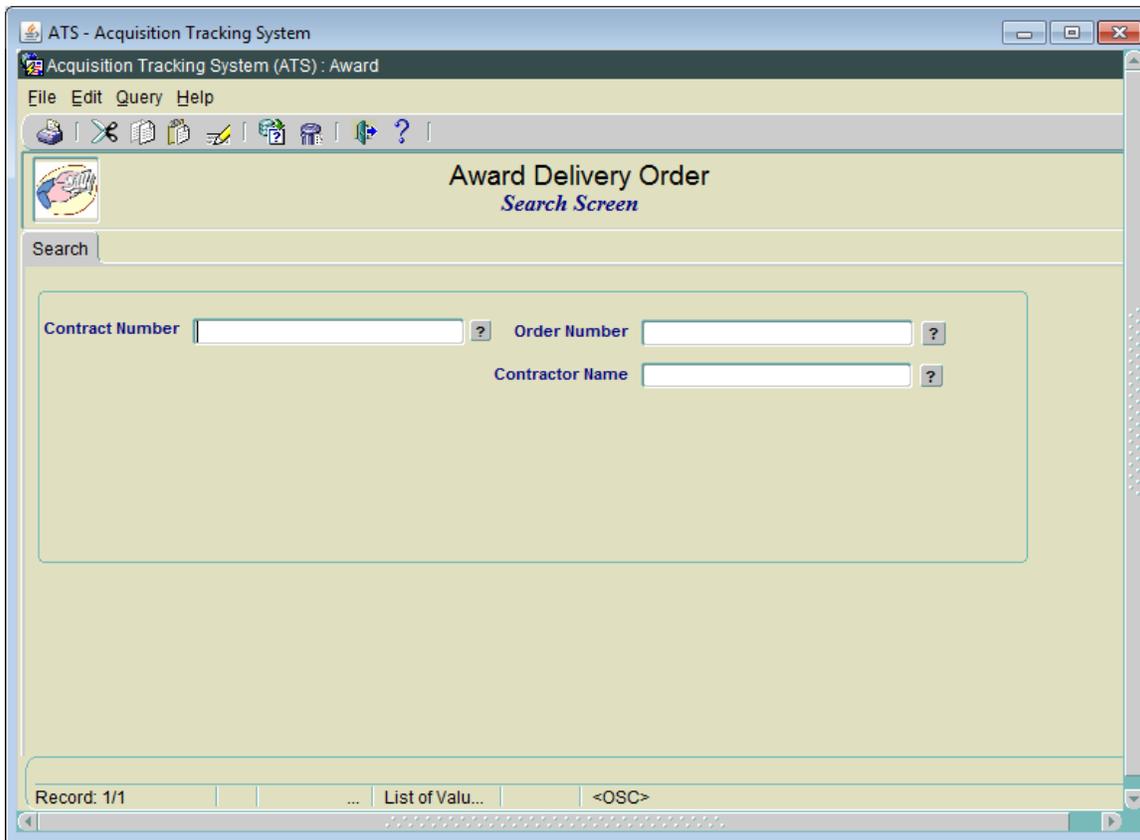


This screen lists all delivery order awards in the system, defaulting to a list in ascending order by Contract Number. Note the entries in the middle of this screen – they indicate delivery orders made against an ARS contract.

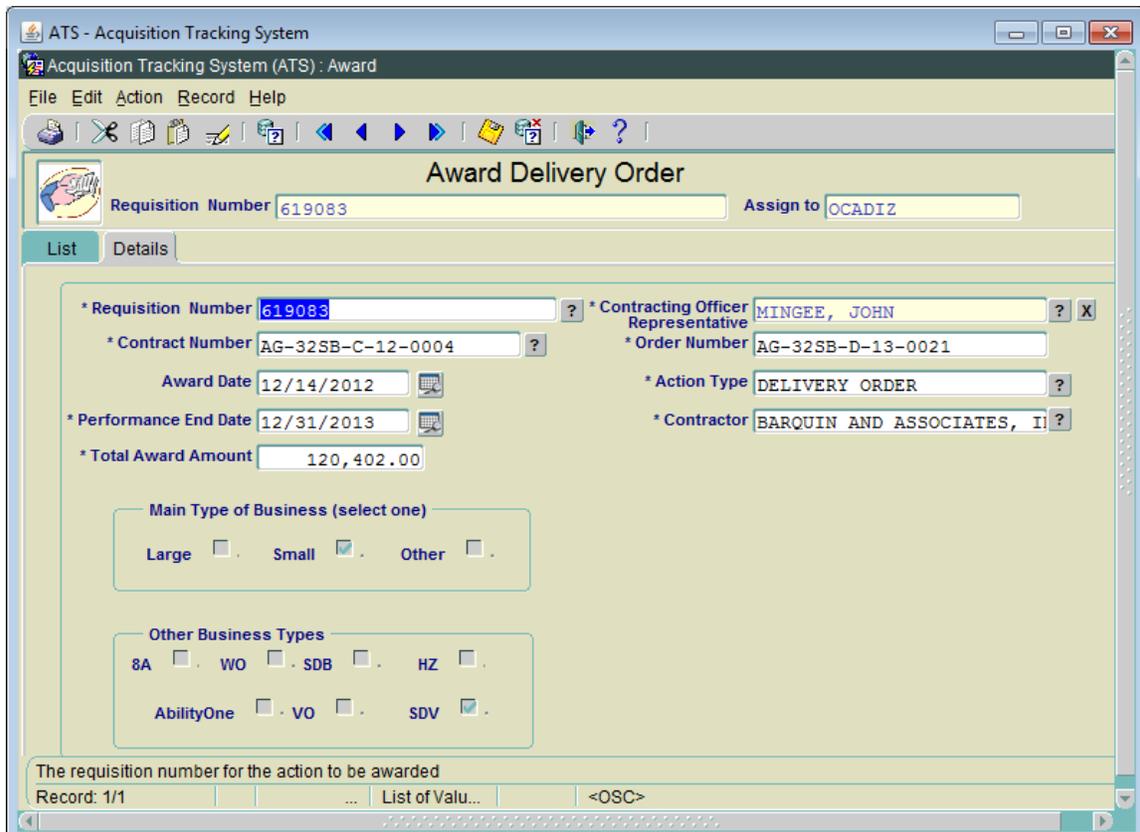
You can click on each column heading to change the order from ascending to descending, or to select a new sorting variable – you can sort by Contract Number, by Delivery Order Number, by Delivery Order Mod Number, by Contractor, or by Award Date. These variables represent the main data elements for requisitions in the system. Selecting the Mod Number heading will only sort on the Base Award; mods are shown in the <Award Delivery Order Mod> screen.

To add a delivery order, you must highlight the appropriate ARS contract number first, then choose the <Add DO> button. This will open the detail tab and allow entry of a new delivery order against the highlighted contract (see Page 28). Choosing the <Delete> button will delete the **highlighted** delivery order. A check is done to ensure it does not have an award date and/or awarded mods. If either of these conditions are met, a message is displayed and you are not allowed to delete the record.

To delete an award that has been awarded, you must clear the “Award Date” field on the Details screen (reference Page 29). Caution must be used when deleting awards.



This search screen is available while in the <Award Delivery Order> function. When the drum with question mark at the top of the list screen is clicked, this screen will appear. It is used to search the delivery orders table. Searches may be done using any of these fields or a combination. In order to see all contracts in the system, leave all fields blank and press the <Enter> key on this screen.



**Purpose:** This screen is used for the entry of delivery orders (DO) against ARS contracts. Delivery orders against other contracts (GSA, Departmental BPA, etc.) should be entered as stand-alone Contracts through <Award Contract> for ATS only.

Data Fields and description:

**Requisition Number and Assign to fields at the top of the screen:** These fields are carried over from the requisition screen and cannot be changed.

**Requisition number:** A 35 character field that can be entered or chosen from a drop-down list of all unawarded requisitions in the system. The user must select a requisition number before they can assign a mod number. **This is a required field.**

**Contracting Officer Representative:** The Contracting Officer Representative (COR) assigned to this contract. This field is pre populated with the names of REE employees. Please select the COR from a drop down list. The “X” at the end of this field allows you to delete the COR. If there is no COR, select “N/A” in this field.

**Contract number:** A 20 character field representing the contract number for the awarded action. This field will auto-complete based on the record highlighted from the list screen. If you want to award a mod to a different contract number, it

can be entered or chosen from the drop-down list of available contracts. **This is a required field.**

**Order number:** A 20 character field representing the order number for the awarded action. The number should match the IAS-generated number, complete with dashes – it IS POSSIBLE to duplicate the Order number. Doing so will cause inaccurate displays and reports, so be sure you enter in the number carefully. **This is a required field.**

**Award date:** The date the action is awarded. Note that, to DELETE an order, this field must be blank..

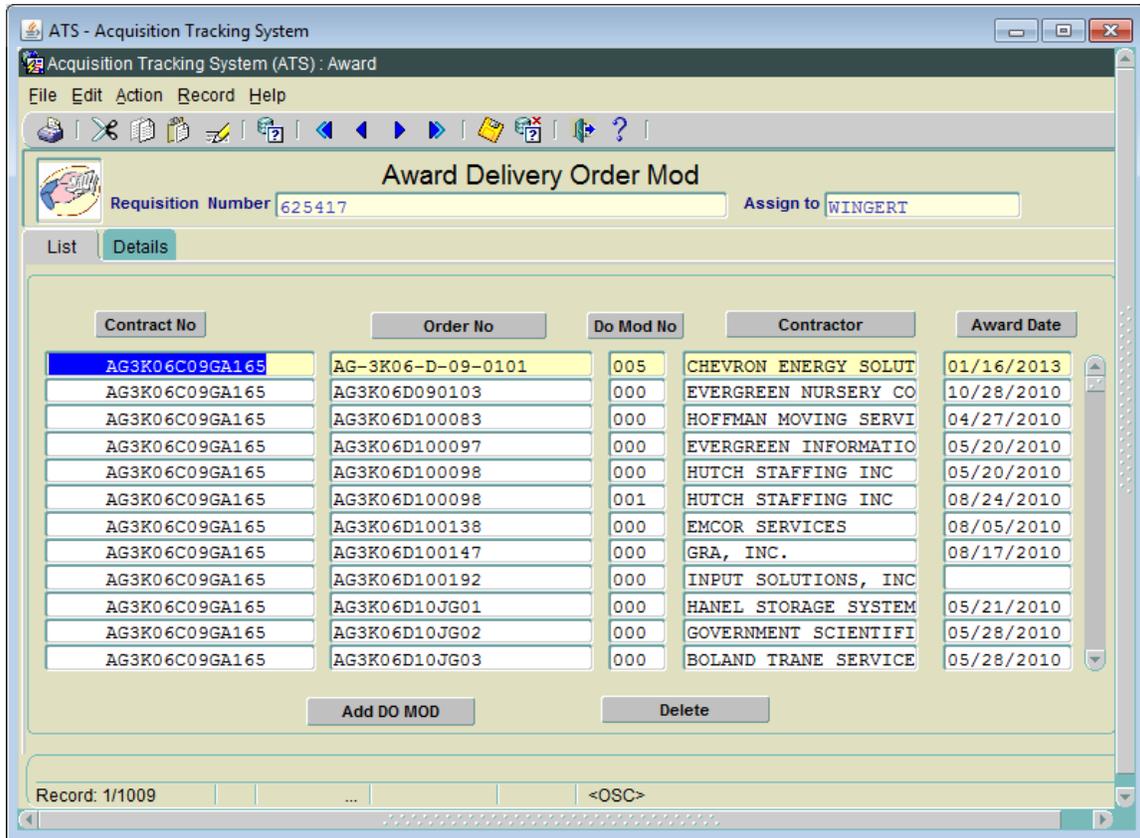
**Action Type:** The type of action being processed. This should always be 'Delivery Order' for this screen. **This is a required field.**

**Performance End Date:** The date the action will end or be completed. This date must be greater than the award date and less than or equal to the contract expiration date. **This is a required field.**

**Contractor:** The contractor receiving the award. This value automatically carries forward from the contract record but can be changed where necessary. When changing this it will be selected from a drop down list of all contractors in the system. If the contractor is not in the system, the user can enter it as a new one and the system will automatically add it to the contractor table. **This is a required field.**

**Total Award Amount:** The amount obligated with this award. This is an optional field depending on the conditions and requirements of the award.

**Main Type of Business and Other Business Types:** These are displayed on the screen but cannot be modified. These values are brought over from the main contract record and can only be changed on the main contract record.

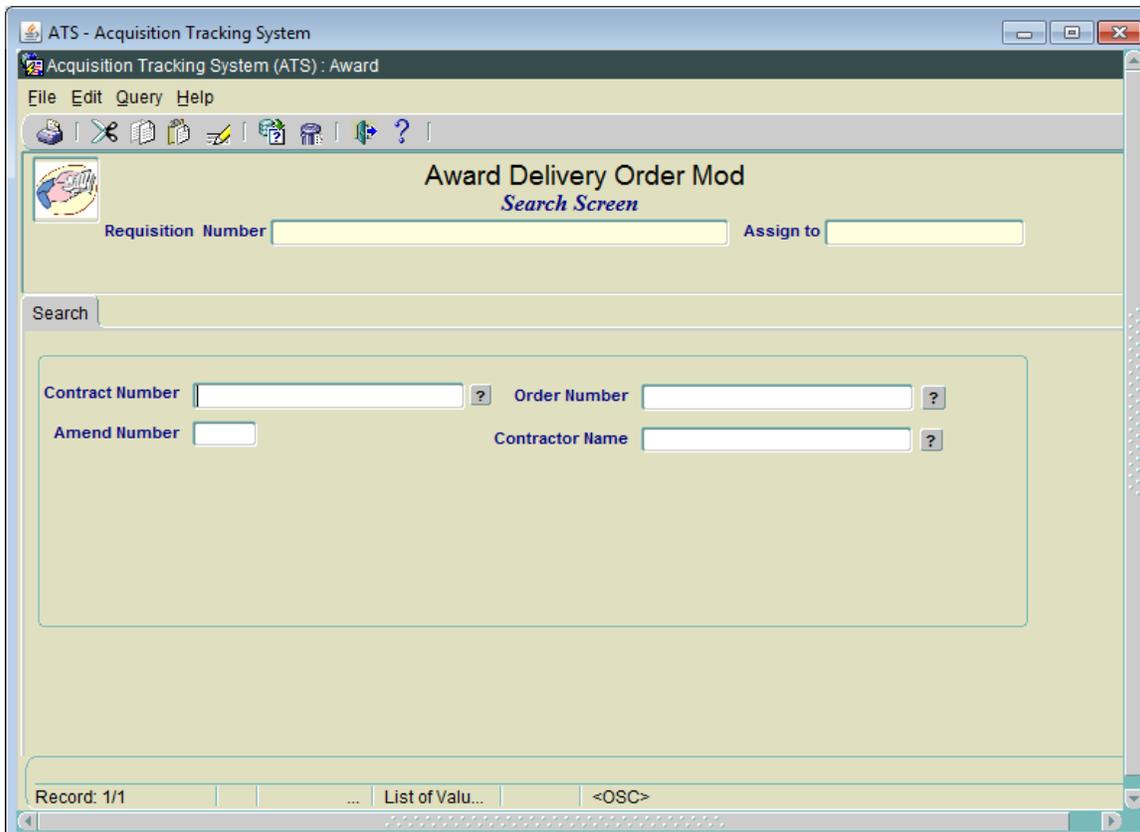


This screen lists all delivery order awards in the system, defaulting to a list in ascending order by Contract Number. Note the entries in the middle of this screen – they indicate delivery orders made against an ARS contract.

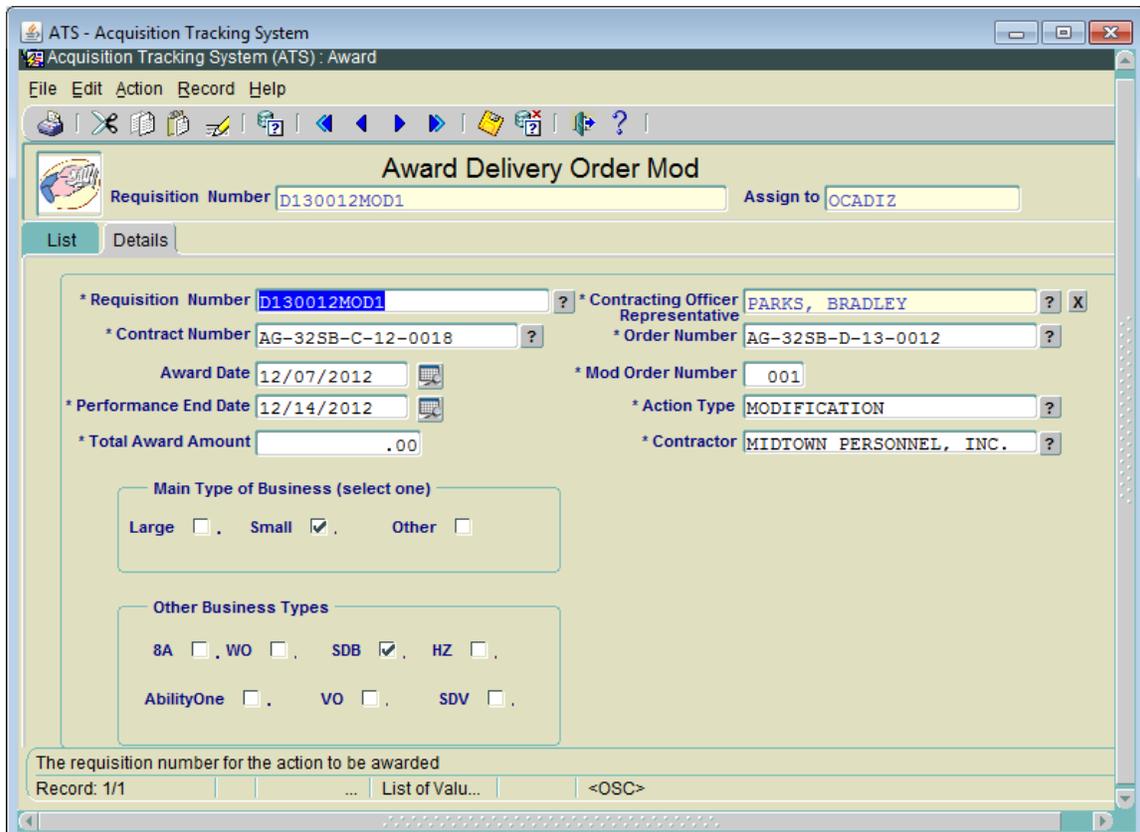
You can click on each column heading to change the order from ascending to descending, or to select a new sorting variable – you can sort by Contract Number, by Delivery Order Number, by Delivery Order Mod Number, by Contractor, or by Award Date. These variables represent the main data elements for requisitions in the system.

To add a delivery order modification, you must highlight the appropriate ARS contract and delivery order number first, then choose the <Add DO Mod> button. This will open the detail tab and allow entry of a new modification against the highlighted contract (see Page 32). Choosing the <Delete> button will delete the **highlighted** contract. A check is done to ensure it does not have an award date and/or awarded mods or delivery orders against it. If either of these conditions are met, a message is displayed and you are not allowed to delete the record.

To delete an award that has been awarded, you must clear the “Award Date” field on the Details screen (reference Page 33). Caution must be used when deleting awards.



This search screen is available while in the <Award Delivery Order Mod> function. When the drum with question mark at the top of the list screen is clicked, this screen will appear. It is used to search the delivery order modifications table. Searches may be done using any of these fields or a combination. In order to see all contracts in the system, leave all fields blank and press the <Enter> key on this screen



**Purpose:** This screen is used for the modification of existing delivery orders (DO).

Data Fields and description:

**Requisition Number and Assign to fields at the top of the screen:** These fields are carried over from the requisition screen and cannot be changed.

**Requisition number:** A 35 character field that can be entered or chosen from a drop-down list of all unawarded requisitions in the system. The user must select a requisition number before they can assign a mod number. **This is a required field.**

**Contracting Officer Representative:** The Contracting Officer Representative (COR) assigned to this contract. This field is pre populated with the names of REE employees. Please select the COR from a drop down list. The “X” at the end of this field allows you to delete the COR. If there is no COR, select “N/A” in this field.

**Contract number:** A 20 character field representing the contract number for the awarded action. This field will auto-complete based on the record highlighted from the list screen. If you want to award a mod to a different contract number, it can be entered or chosen from the drop-down list of available contracts. **This is a required field.**

**Order number:** A 20 character field representing the order number for the awarded action. If this is an original delivery order, then the user will need to enter the order number. If this is a modification to a delivery order, then the number can be select from the drop-list of available delivery order. **This is a required field.**

**Award date:** The date the action is awarded. Note that, to DELETE a DO mod, this field must be blank..

**Mod Order Number:** A three digit number representing the modification number. "000" is reserved for the base award. **This is a required field.**

**Action Type:** The type of action being processed. This should always be 'Delivery Order' for this screen. **This is a required field.**

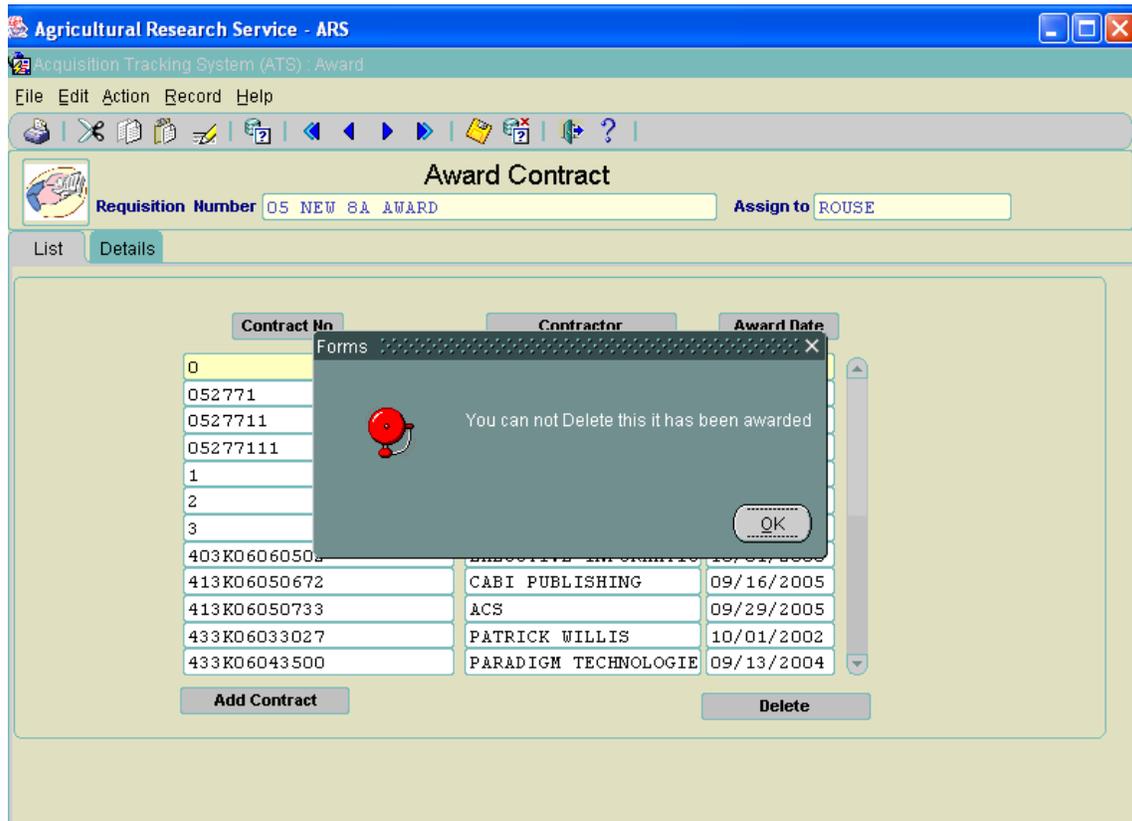
**Performance End Date:** The date the action will end or be completed. This date must be greater than the award date and less than or equal to the contract expiration date. **This is a required field.**

**Contractor:** The contractor receiving the award. This value automatically carries forward from the contract record but can be changed where necessary. When changing this it will be selected from a drop down list of all contractors in the system. If the contractor is not in the system, the user can enter it as a new one and the system will automatically add it to the contractor table. **This is a required field.**

**Total Award Amount:** The amount obligated with this award. This is an optional field depending on the conditions and requirements of the award.

**Main Type of Business and Other Business Types:** These are displayed on the screen but cannot be modified. These values are brought over from the main contract record and can only be changed on the main contract record.

## Deleting Records



Record deletion is only possible when all Award Dates associated with the record are blank.

This error screen will appear if you try and delete a record for any action that has been awarded. A check is done for the existence of an Award Date.

When the “Delete” button is pressed, the system will check the record. If it has been awarded, a screen will be displayed indicating that the record cannot be deleted because it has been awarded. At this point, you can <cancel> this delete action, go to the detail tab, remove the award date, save the record, and then try the delete again.

The rules for deleting are:

- No record with an award date can be deleted until the award date is removed from the record.
- No contract or delivery order can be deleted if there are awarded modifications in the system for that contract or delivery order. Each modification or delivery order needs to have the award date removed and the mod/order deleted before the actual contract can be deleted.

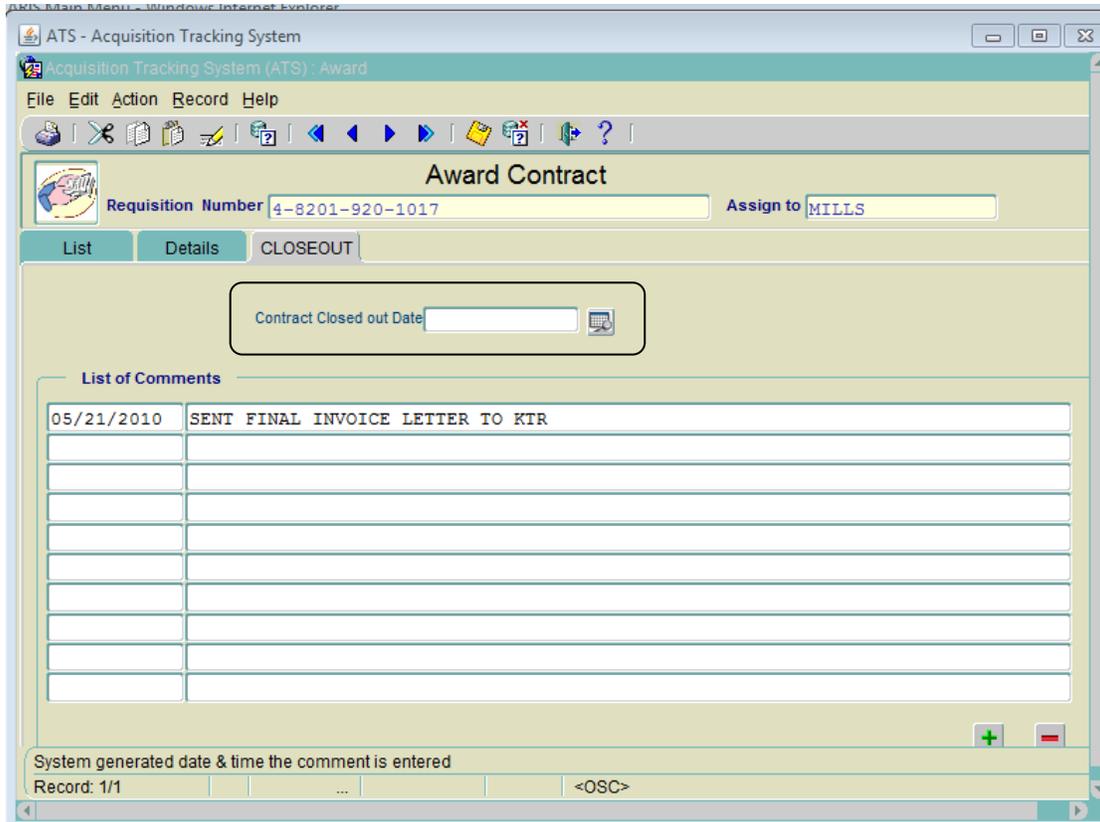
## Close Outs

The screenshot displays the 'Award Contract' form in the ATS - Acquisition Tracking System. The 'CLOSEOUT' tab is highlighted with a red circle. The form contains the following data:

- Requisition Number: 596835
- Assign to: MILLS
- Contracting Officer Representative: BARBANO, JOSEPH
- Contract Number: AG32SCD120060
- Action Type: CONTRACT
- Award Date: 07/11/2012
- Contractor: BARQUIN AND ASSOCIATES, II
- Performance End Date: 02/10/2013
- Contract Exp Date: 02/10/2013
- Total Award Amount: 315,419.44
- Total Contract Amount: 315,419.44
- Main Type of Business: Small (checked)
- Other Business Types: SDV (checked)
- Date Assigned to Closeout: 04/18/2013

When a contract or delivery order has a date entered into the “Date Assigned to Closeout” field, the “CLOSEOUT” tab will be displayed.

The status of the closeout actions can be tracked using the CLOSEOUT tab.



Clicking on the “CLOSEOUT” tab will display this screen. Similar to the “COMMENTS” tab on the Requisition screen, the user may enter as many comments as necessary to capture the activity. The comments will be stored in descending order by date & time.

A user adds a comment by choosing the ‘+’ key in the lower right corner of the screen. An edit window automatically opens where the user can type the comment. When finished, choosing the save button at the bottom of the edit window will save the comment and return the user to this screen. In order to delete a comment, highlight the comment and press the <->.

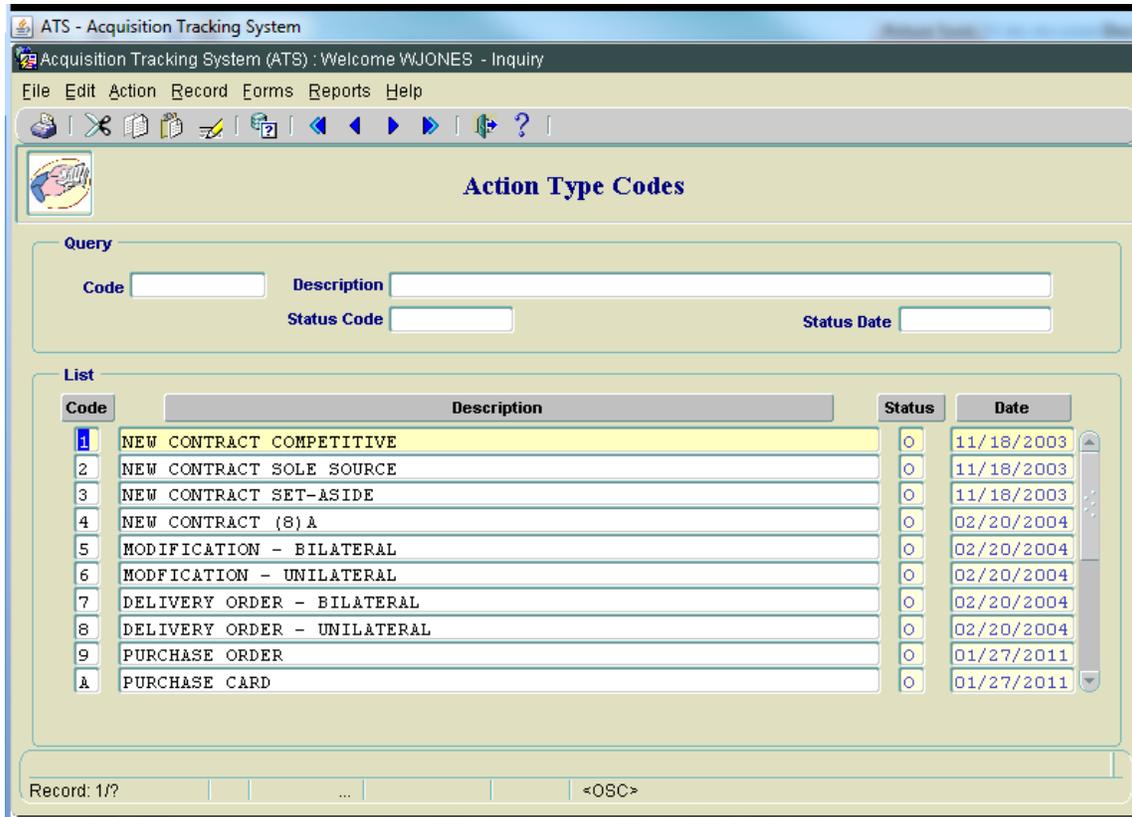
Only the first 50 characters of the comment will be displayed. To read the complete comment, the user needs to highlight the item and press the <Enter> key. As with adding a comment, an edit window opens displaying the complete comment.

The search feature at the top allows a search all the comments for a particular requisition that meets the specified criteria. For example, you could search for all the comments starting with ‘This’.

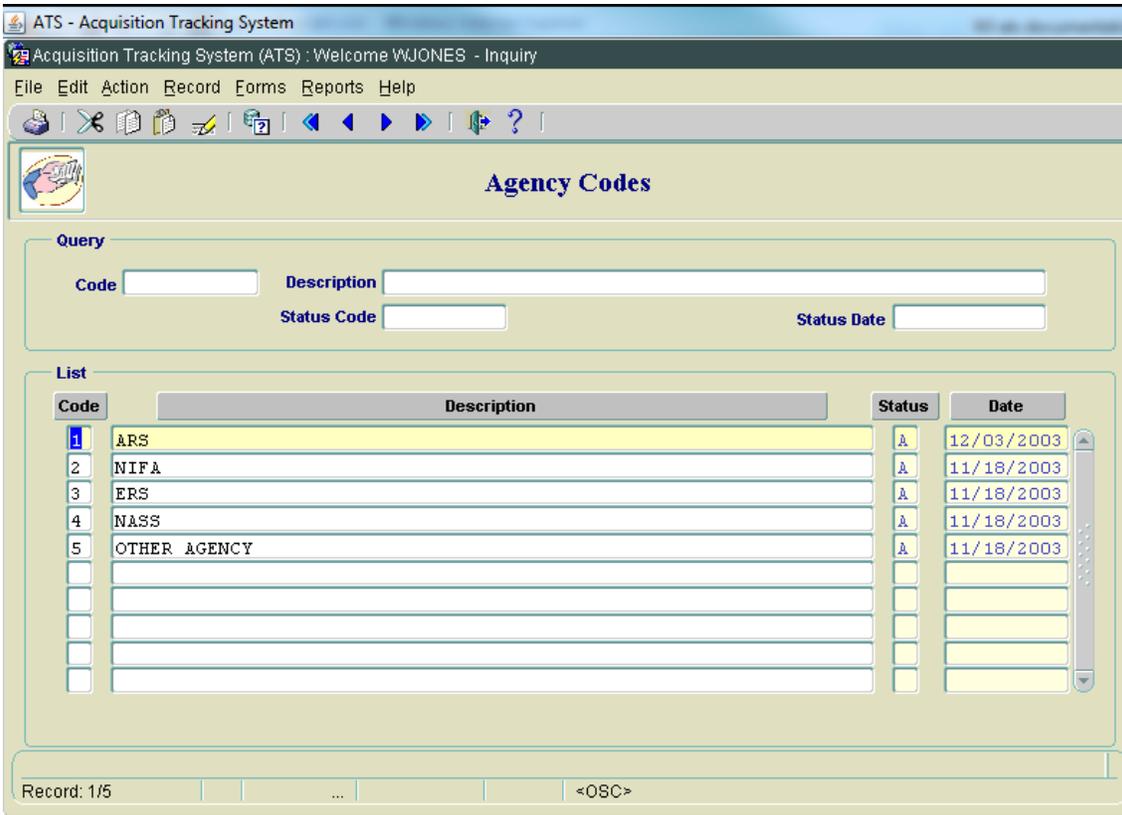
**\*WHEN A CONTRACT IS CLOSED\* - enter a date in the field circled above**

# REFERENCE INFORMATION

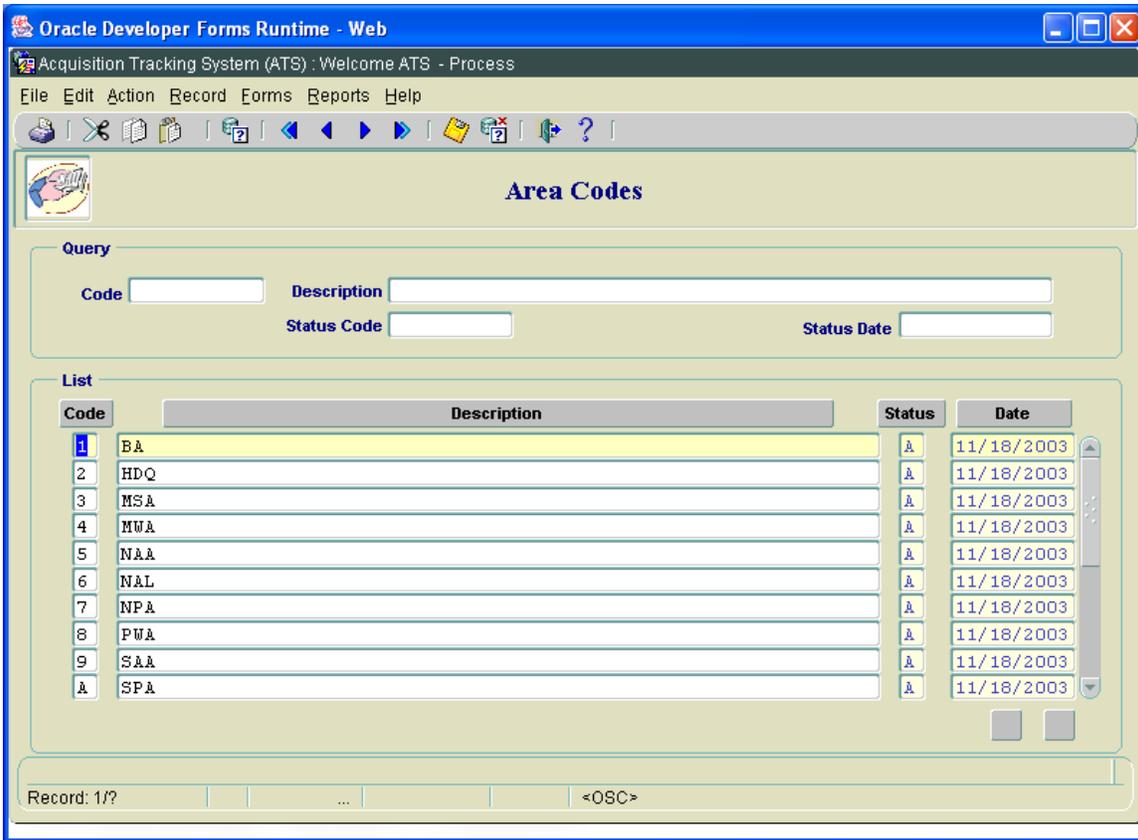
**This area of ATS is used by the System Administrator to maintain the various data tables used by ATS. The System Administrator is the only one authorized to make changes to these tables.**



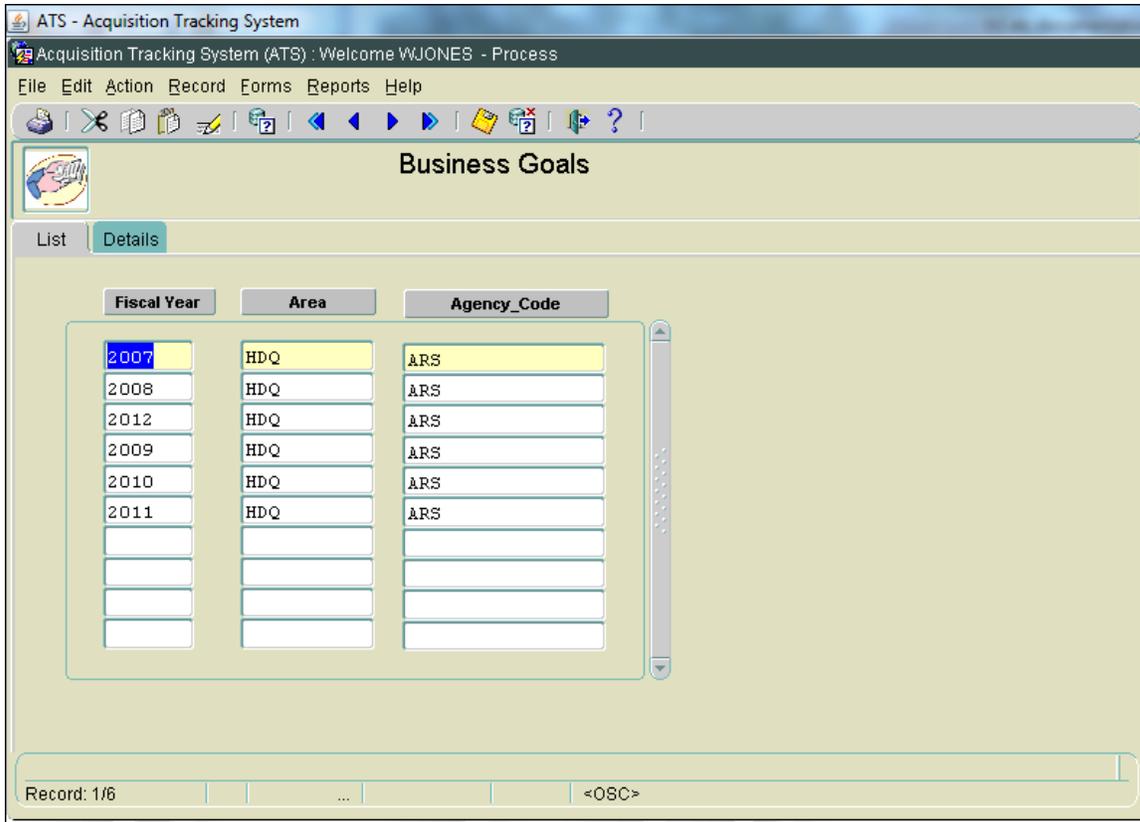
When the Action Type Codes is chosen from the reference list, this screen will appear. It allows the addition or deletion of action types. The System Administrator is the only user authorized to make additions or deletions. The '+' and '-' keys at the bottom of the screen are used to add to delete records. If a record is deleted, the status of that record is actually changed to 'O' but the record stays in the system. This prevents new records from using this value for the Action Type but ensures any old records will still be valid.



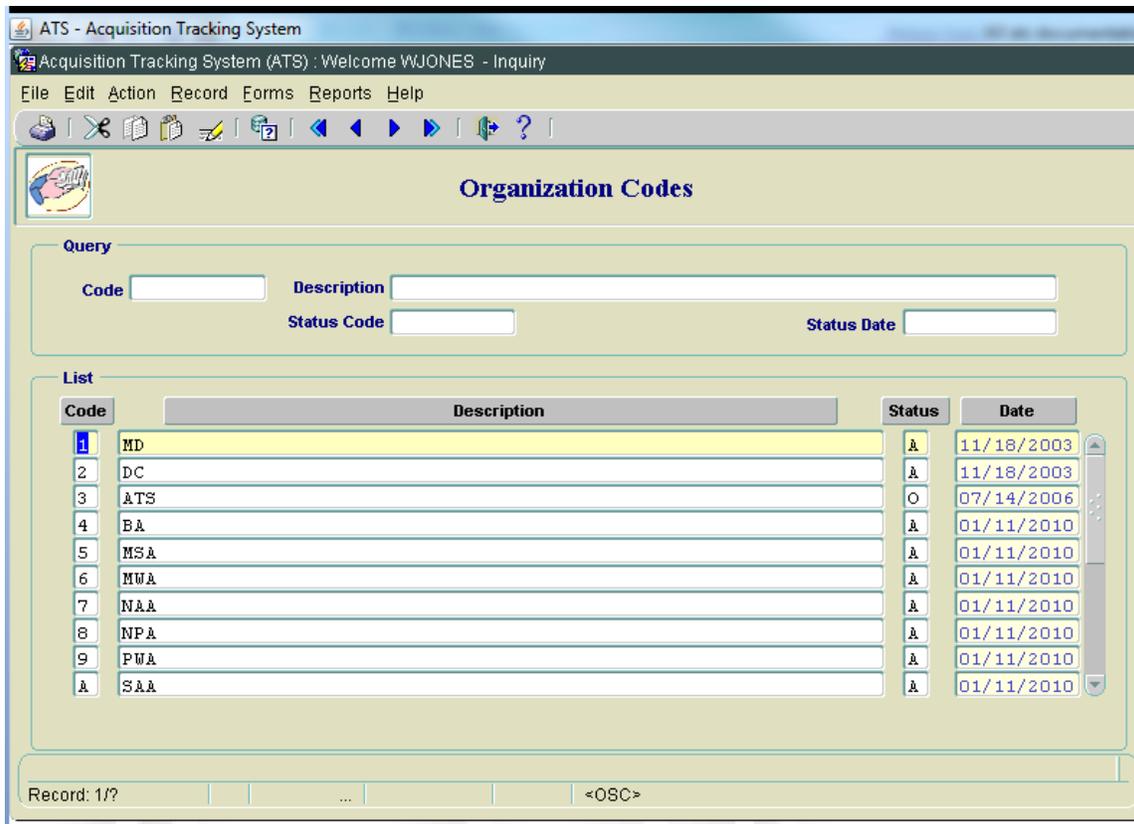
This screen will appear when Agency Codes is chosen from the reference list. This is a list of the agencies serviced by ARS. The System Administrator is the only user authorized to make additions or deletions. If a record is deleted, the status of that record is actually changed to 'O' but the record stays in the system. This prevents new records from using this value for the Agency but ensures any old records will still be valid. . These values will appear when the LOV is used for agency on the requisition screen.



This screen will appear when Area Codes is chosen from the reference list. This is a list of the areas/offices in ARS. The System Administrator is the only user authorized to make additions or deletions. If a record is deleted, the status of that record is actually changed to 'O' but the record stays in the system. This prevents new records from using this value for the Area but ensures any old records will still be valid. These values will appear when the LOV is used for area on the requisition screen.



This screen will appear when Business Goals is chosen from the reference list. The System Administrator is the only user authorized to make additions or deletions.



This screen will appear when Organization Codes is chosen from the reference list. This is a list of the organizations available in ARS APD headquarters. The System Administrator is the only user authorized to make additions or deletions. If a record is deleted, the status of that record is actually changed to 'O' but the record stays in the system. This prevents new records from using this value for the Organization but ensures any old records will still be valid. These values will appear when the LOV is used for organization on the requisition screen.

# REPORTS

**Available Reports:**  
**Active Report**  
**COR Report**  
**Award Times Report**  
**Bio-Based Contracts**  
**Close Out Work In Progress**  
**Closed Out**  
**Completed Actions**  
**Contracts**  
**PBSC Contracts**  
**Performance End Date**  
**Procurement Preference**  
**Specific Business Type**  
**Work In Progress**  
**Type of Business**  
**Purchase Card Report**

From any of the Report screens, click “Run Report” to execute the report. Click “Cancel” to cancel the action.

## Active Report

The screenshot shows a web browser window titled "ATS - Acquisition Tracking System" with a menu bar (File, Process, Reference, Reports, ATS Information, Help) and a toolbar. A modal dialog box titled "ATS ACTIVE" is open, containing the following fields and options:

- Organization: [Text Input] ?
- Assigned to: [Text Input] ?
- Agency: [Dropdown Menu]
- Area: [Dropdown Menu]
- Action Type: [Text Input] ?
- Radio buttons for date selection:
  - All Dates
  - Enter Date Range
  - Enter Fiscal Year
- Start Date: [Text Input] 10/01/2012
- End Date: [Text Input] 09/30/2013
- Report Sort Order: [Dropdown Menu] Specialist, Contract Number
- Buttons: Run Report, Cancel

At the bottom of the browser window, a status bar shows "Record: 1/1".

Active reports can be generated by:

- Organization** – leave this blank to generate a report for all active actions in ARS
- Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office
- Agency** – this will allow only active actions for a client agency to be shown
- Area** – this will allow only active actions for an ARS area to be shown
- Action type** – this will allow selection of only active Contracts, active Delivery/Task Orders against an ARS Contract, Modifications, or Simplified Acquisitions to be shown.
- All Dates** – this will produce a cumulative report of all active actions
- Date Range** – this will allow you to identify a specific date range for active actions.
- Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by specialist/agent (assigned to) and contract number.

ATS - Active Contracts									
Assigned	Contract Number	Award Date	Contractor	Description	Total Award Amount	Performance End Date	Contract Expire Date	Requesting Agency	Area
PITTS	AG32SBD120095	07/19/2012	GOVCONNECTION, INC.	TPP L1 U.S. FEDERAL VMWARE VSPHERE SENTERPRISE PLUS FOR 1 PROCESSOR.	\$15,948.93	08/18/2013	08/18/2013	ARS	NAL
	Technical POC	David Ribeiro							
	AG32SBD120141	08/24/2012	WILDFLOWER INTERNATIONAL, LTD	FY12 LOCKUP DR-DELL BLADE-CITRIX ACTIVEDELI BLADES	\$82,895.40	09/03/2013	09/03/2013	NASS	HDO
	Technical POC	Gerry Gonzales							
	AG32SBD120142	08/24/2012	WESTAT INC	FY13 BASE SOFTWARE 10/1/12TO 9/30/13 CONTACT ASA MANNING, OR LEE BOWLING 202-720-0308 VALUE \$127,067.00	\$127,064.00	09/30/2013		NASS	HDQ
	Technical POC	Asa Manning							

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Active Contracts report - all awarded actions where the contract expiration date has not been reached.

**Assigned:** The individual who is assigned the action.

**Contract Number/Mod. No.:** The contract number from the award.

**Award Date:** The award date of the original contract.

**Contractor:** The contractor.

**Description:** The description of the good or service being requested on the requisition linked to the base contract.

**Total Award Amount:** Total amount awarded in the action.

**Performance End Date:** The latest performance end date for the action unless the contract is designated as an IDIQ. For the IDIQ types, this will be the performance end date of the contract.

**Contract Expire Date:** The contract expiration date from the base contract.

**Requesting Agency/Area:** The agency and, for ARS awards, area requesting the goods or services.

## COR Report

COR Report – Contracting Officer’s Representatives on all awarded actions where the contract expiration date has not been reached.

**Organization** – leave this blank to generate a report for all CORs.

**Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all CORs on active contracts within a particular office

**Agency** – this will allow only CORs for a client agency to be shown

**Area** – this will allow only CORs for an ARS area to be shown

**Contract Rep** – this will allow a report for all actions associated with only one COR (clicking the “?” will show a drop down list to select from).

**Action type** – this will allow selection of only active Contracts, active Delivery/Task Orders against an ARS Contract, Modifications, or Simplified Acquisitions to be shown.

**All Dates** – this will produce a cumulative report of all active actions

**Date Range** – this will allow you to identify a specific date range for active actions.

**Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by COR and contract number.

ATS - COR Contracts							
Contracting Officer Representative	Contract Number	Delivery Order Number	Mod Number	Award Date	Total Award Amount	Contract Expire Date	Assigned
FINKE, SCOTT	AG-32SD-C-12-0005	00000000000000000000	000	04/06/2012	\$525,275.00	09/30/2013	MASSEY
	AG-3K06-D-10-0132	00000000000000000000	000	06/27/2010	\$131,562.60	08/12/2015	PITTS
	AG-3K06-D-10-0214	00000000000000000000	000	09/29/2010	\$166,255.90	09/29/2013	PITTS
COR Total			3		\$823,093.50		

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**Contracting Officer Representative:** The COR

**Contract Number:** The contract number from the awards.

**Delivery Order Number:** If the action is a delivery order, that number will be shown; for base awards, the default number is set to zeros.

**Mod Number:** If the action is a modification, the mod number will be shown; for base awards, the default number is set to zeros.

**Award Date:** The award date of the original contract.

**Total Award Amount:** Total amount awarded in the action.

**Contract Expire Date:** The contract expiration date from the base contract.

**Assigned:** The individual who is assigned the action.

## Award Times Report

Award Times (Procurement Action Lead Times – PALT) can be generated by:

**Organization** – leave this blank to generate a report for all active actions in ARS

**Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office

**Agency** – this will allow only active actions for a client agency to be shown

**Area** – this will allow only active actions for an ARS area to be shown

**Action type** – this will allow selection of only active Contracts, active Delivery/Task Orders against an ARS Contract, Modifications, or Simplified Acquisitions to be shown.

**Amount range** – this will allow selection of actions within a certain award amount range.

**Start Date/End Date** – this will allow selection of actions within a certain period of time. The default is the current fiscal year.

The report will be in order by specialist/agent (assigned to) and contract number.

ATS - Award Times (Palt)								
Assigned to	Contract Number		Contractor	Description	Total Award Amount	Receive Date	Award Date	Palt
BROWN	AG32SBD120002	000	FOUR POINTS TECHNOLOGY L.L.C.	HP PROLIANT BL680C G7 SERVER BLADE	\$22,298.02	01/23/2012	02/23/2012	31.00
	AG32SBD120006	000	DLT SOLUTIONS LLC	AUTOCAD ARCHITECTURE 2012 SUBSCRIPTION RENEWAL.	\$3,301.35	02/07/2012	02/27/2012	20.00
	AG32SBP120017	000	SAFARI MICRO GOVERNMENT SOLUTIONS, LLC	ARSNET 10: MAINTENANCE RENEWAL OF TAPE LIBRARY, PERIOD OF PERFORMANCE 3/10/2012 THROUGH 9/29/2013	\$4,328.72	02/16/2012	02/28/2012	12.00
	AG3K06D120043	000	ERDAS, INC.	SOFTWARE MAINTENANCE AND TECHNICAL SUPPORT FOR IMAGINE SOFTWARE 01/01/2012-12/31/2012.	\$7,060.82	12/07/2011	12/13/2011	6.00
	AG3K06D120056	000	ERDAS, INC.	ERDAS SOFTWARE RENEWAL	\$16,571.61	01/04/2012	01/17/2012	13.00
	AG3K06D120057	000	DELL FEDERAL SYSTEMS	BLADE SERVER PROCESSORS.	\$33,763.74	12/07/2011	01/18/2012	42.00
	AG3K06P120112	000	323.TV, LLC	NEW-VSX MPPLUS MULTIPPOINT SOFTWARE OPTION LICENSES FOR VSX 7000E VSX 7000S VSX 7000 AND VSX 3000.	\$4,400.00	01/12/2012	02/09/2012	28.00
	MA TECH SERVICES	000	MA TECH SERVICES	SERVICE CONTRACT FOR TWO MCA 1200 MASS SPECTROMETERS SN#685 & SN#245.	\$14,490.00	01/12/2012	01/24/2012	12.00
<b>Totals:</b>	<b>8</b>				<b>\$106,214.26</b>			<b>20.50</b>

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Award Times (Procurement Action Lead Times – PALT) report - all awarded actions with the received and awarded dates and PALT time in number of days.

**Assigned to:** The individual who is assigned the action.

**Contract Number:** The contract number from the award.

**Contractor:** The contractor.

**Description:** The description of the good or service procured.

**Total Award Amount:** Total contract amount.

**Receive Date:** The date the action was assigned.

**Award Date:** The award date of the original contract.

**Palt:** The number of days between the receive and award dates.

## Bio-Based Contracts Report

The screenshot shows a web browser window titled "ATS - Acquisition Tracking System" with a sub-window titled "ATS BIOBASED". The form contains the following elements:

- Organization:** A text input field with a help icon.
- Assigned to:** A text input field with a help icon.
- Agency:** A dropdown menu.
- Area:** A dropdown menu.
- Amount Range:** Two adjacent text input fields.
- Date Selection:** Three radio button options:
  - All Dates
  - Enter Date Range: Includes "Start Date" (10/01/2012) and "End Date" (09/30/2013) fields.
  - Enter Fiscal Year: Includes a text input field.
- Report Sort Order:** A dropdown menu currently set to "Contract Number".
- Buttons:** "Run Report" and "Cancel".

Bio-Based Contracts can be generated by:

**Organization** – leave this blank to generate a report for all active actions in ARS  
**Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office

**Agency** – this will allow only active actions for a client agency to be shown

**Area** – this will allow only active actions for an ARS area to be shown

**Amount range** – this will allow selection of actions within a certain award amount range.

**All Dates** – this will produce a cumulative report of all active actions

**Date Range** – this will allow you to identify a specific date range for active actions.

**Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by contract number.

ATS - BIO-BASED Contracts							
Contract Number	Award Date	Contractor	Description	Assigned to	Total Contract Amount	Requesting Agency	Requesting Area
AG-32SC-C-12-00109/13/2012		CASABLANCA CONTRACTORS, INC.	REPAVE FRONT CIRCLE DRIVE, ERRC - WYNDMOOR, PA. UPDATE IN FDMIS.	BOTELLA	\$146,925.00	ARS	NAA
AG-32SC-C-12-00209/26/2012		WYCLIFFE ENTERPRISES, INC.	REPAIR EXTERIOR STUCCO WALLS WITH EIF SYSTEM - NORTH WALLS AND GUTTERS (PHASE 1 OF 4) (HPRL 7) - KEARNEYSVILLE, WV. UPDATE IN FDMIS.	BOTELLA	\$223,068.00	ARS	NAA
AG-32SD-C-12-00208/20/2012		GOODWILL CONNECTION INDUSTRIES	JANITORIAL AND LANDSCAPING SERVICES, PARLIER, CA. UP TO FOUR OPTION YEARS.	LEVENSON-SNITZ	\$1,032,278.40	ARS	PWA
AG-95CV-C-10-00012/01/2009		BEACON GROUP SW	JANITORIAL SERVICE	LEVENSON-SNITZ	\$231,483.00	ARS	PWA
AG-95CV-C-11-00009/21/2011		PRIDE INDUSTRIES	JANITORIAL SERVICES, DAVIS, CA	LEVENSON-SNITZ	\$637,174.82	ARS	PWA
AG-95CV-P-11-00106/13/2011		TRUE BLJE COMMERCIAL SERVICES	JANITORIAL SERVICES, MAY - SEPT 2011	LEVENSON-SNITZ	\$62,700.00	ARS	PWA
AG32SCD120187	09/27/2012	TECHNICAL COMMUNITIES, INC.	VIA 7 REAL-TIME PCR SYSTEM	EDWARDS	\$55,000.00	ARS	BA
<b>Total Number of Contracts:</b>		<b>7</b>	<b>Total Evaluated Amount:</b>		<b>\$2,388,629.22</b>		
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Bio-Based Contracts report- This reports on the actions that have been identified as Bio-Based. An action is identified as Bio-Based by checking the Bio-Based box on the award screen.

**Contract Number:** The contract number of the action.

**Award Date:** The date the action was awarded.

**Contractor:** The contractor.

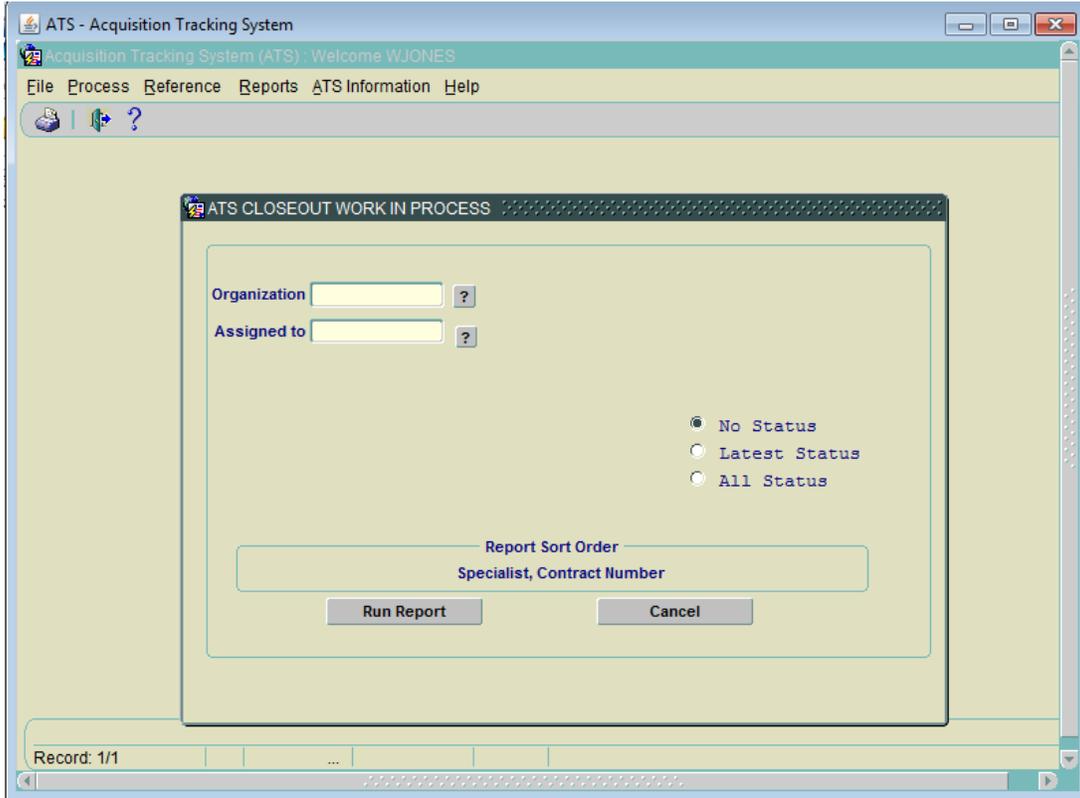
**Description:** The description of the good or service being procured.

**Assigned to:** The individual who is assigned to the action.

**Total Contract Amount:** The amount awarded.

**Requesting Agency/Area:** The agency and, for ARS awards, area requesting the goods or services.

## Close Out Work in Progress



Close out work in progress can be generated by:

- Organization** – leave this blank to generate a report for all active actions in ARS
- Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office
- No Status** – choose this to get a “simple” report showing only the actions in progress.
- Latest Status** – choose this to get a report showing the actions in progress and the latest comments entered by the specialist/agent on each.
- All Status** – choose this to get a report showing all actions in progress and all comments entered on each.

The report will be in order by specialist/agent (assigned to) and contract number.

ATS - Closeout Work In Process						
Assigned To	Contract Number	Contractor	Description	Date Assigned Closeout	Contract Expiration Date	Total Contract Amount
EDWARDS	533K06050200	EBS CO SUBSCRIPTION SERVICES	EBS CO SUBSCRIPTION	03/21/2008	10/18/2009	\$1,075,128.00
<b>Status:</b>	12/27/2010	REASSIGNED TO R. EDWARDS 12/2010.				
	06/24/2009	OBTAINED FFIS REPORT				
	02/26/2008	PAST PERFORMANCE SENT TO CONTRACTOR FOR REVIEW				
	12/31/2007	RELEASE FORM SENT TO CONTRACTOR				
	533K06060100	LINDSLEY TRANSPORTATION SERVICES INC	TRASH DISPOSAL SERVICES FOR BARC, NAL, USNA.	04/08/2011	03/31/2011	\$1,517,988.00
<b>Status:</b>	04/11/2011	SENT FINAL INVOICE REQUEST TO CONTRACTOR ON 04/08/2011. SENT COTR(S) CHECKLIST }				
	533K06980013	ABT ASSOCIATES, INC.	NUTRITION AND HEALTH OUTCOMES	06/19/2009	04/30/2000	\$523,358.00
<b>Status:</b>	12/27/2010	REASSIGNED TO R. EDWARDS 12/2010.				
	533K4730200	HITACHI	HITACHI MAINTENANCE CONTRACT FOR ELECTRON MICROSCOPE.	06/22/2009	09/30/2007	\$254,709.58
<b>Status:</b>	03/09/2011	REASSIGNED TO R. EDWARDS ON 03/08/2011.				
	08/03/2009	CONTINUING WITH THE CONTRACT CLOSE OUT PROCEDURES.				
	06/22/2009	STARTING THE CLOSE-OUT PROCESS.				
	533K4730300	NEU-ION INC	FURNISH FUNDS FOR FISCAL YEAR 2003 PURE WATER CONTRACT	06/22/2009	03/08/2008	\$259,739.00
<b>Status:</b>	03/09/2011	REASSIGNED TO R. EDWARDS ON 03/08/2011.				
	08/04/2009	CONTINUING WITH THE CONTRACT CLOSE OUT PROCESS				
	07/23/2009	RECEIVED FILES STARTING CONTRACT CLOSE OUT.				
	06/22/2009	HAVE NOT RECEIVED CONTRACT FILES YET.				

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(Showing "All Status")

**Closeout Work In Progress report-** This reports on the actions that have been identified as in Close Out. An action is identified as in Close Out by entering a date in the appropriate field on the Award screen.

**Assigned to:** The individual who is assigned to the action.

**Contract Number:** The contract number of the action.

**Contractor:** The contractor.

**Description:** The description of the good or service procured.

**Date Assigned Closeout:** The date the action was assigned to closeout

**Contract Expiration Date:** The end date of the contact.

**Total Contract Amount:** The amount awarded.

## Closed Out

The screenshot shows the 'ATS - Acquisition Tracking System' window. A dialog box titled 'ATS CLOSED OUT' is open, containing the following fields and options:

- Organization: [Text Field] ?
- Assigned to: [Text Field] ?
- Agency: [Dropdown Menu]
- Area: [Dropdown Menu]
- All Dates
- Enter Date Range: Start Date [10/01/2012] End Date [09/30/2013]
- Enter Fiscal Year: [Text Field]
- Report Sort Order: [Dropdown Menu] Specialist, Contract Number
- Run Report [Button]
- Cancel [Button]

At the bottom of the main window, it shows 'Record: 1/1'.

Closed out reports can be generated by:

- Organization** – leave this blank to generate a report for all active actions in ARS
- Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office
- Agency** – this will allow only active actions for a client agency to be shown
- Area** – this will allow only active actions for an ARS area to be shown
- All Dates** – this will produce a cumulative report of all active actions
- Date Range** – this will allow you to identify a specific date range for active actions.
- Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by specialist/agent (assigned to) and contract number.

ATS - Closed Out							
Contract Number	Contractor	Description	Assigned to	Contract Expiration Date	Performance End Date	Closed Date	Total Contract Amount
AG3K06D080026	SYBASE, INC	SOFTWARE.	COYLE	11/15/2008	11/15/2008		\$150,980.00
AG3K06D080035	HW&W, INC	FACILITATION SERVICES FOR AC21.	CROUSE	09/30/2012	09/30/2008	06/29/2010	\$819,489.60
AG3K06D080077	INSCOPE SOLUTIONS	MICROSOFT PREMIER SUPPORT SERVICES FOR OCIO	EDWARDS	06/26/2013	06/26/2009	09/27/2010	\$739,155.00
AG3K06D090018	STG INCORPORATED	QUESTION REPOSITORY SYSTEM, PHASE 6.	CARNEY	10/30/2013	10/30/2009	03/01/2012	\$2,473,600.00
AG3K06D090051	AVAYA FEDERAL SOLUTIONS, INC.	ID FO 2009 MAINTENANCE ON AVAYA PHONE SYSTEM	KERRIGAN	02/28/2009	02/28/2009	06/19/2012	\$1,244.04
AG3K06D090067	XEROX CORPORATION	XEROX COPIER LEASE	KERRIGAN	09/30/2009	09/30/2009	06/19/2012	\$5,400.00
AG3K06D090069	RICOH CORPORATION	COPIER LEASE	KERRIGAN	09/30/2009	09/30/2009	06/19/2012	\$4,759.92
AG3K06D090091	YOUR RECRUITING CO. INC.	DEVELOPMENT OF NATIONAL INSTITUTE OF FOOD AND AGRICULTURE.	COUNTEE	09/30/2010	03/17/2010	05/20/2011	\$49,926.00
AG3K06D090117	DELL MARKETING LP	MICROSOFT ENTERPRISE AGREEMENT	OCADIZ	06/30/2013	06/30/2010	09/13/2012	\$1,444,717.98
AG3K06D090171	FCN INCORPORATED	SERVER REPLACEMENT LIFECYCLE (DATA STORAGE)	EDWARDS	10/30/2009	10/30/2009	04/30/2012	\$300,000.00
AG3K06D090191	BALDWIN TECHNOLOGIES, INC	GENERATOR AND TRANSFER SWITCH INSPECTION (BASE +4; EST \$523,923)	KERRIGAN	09/29/2014	09/30/2010	06/19/2012	\$523,923.00
AG3K06D090223	DSD LABORATORIES,	NETWORK AND	KERRIGAN	09/30/2010	09/30/2010	06/19/2012	\$10,062.11

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**Closed Out report-** This reports on the actions that have been contractually closed. An action is identified as Closed Out by entering a date in the appropriate field on the Closeout Comment screen (reference Page 36).

**Contract Number:** The contract number of the action.

**Contractor:** The contractor.

**Description:** The description of the good or service procured.

**Assigned to:** The individual who is/was assigned to the action.

**Contract Expiration Date:** The end date of the contact.

**Performance End Date:** The end date of the last period of performance; if a contract is Terminated for Convenience, this date will be different from the Contract Expiration Date.

**Closed Date:** The date the contract was formally closed.

**Total Contract Amount:** The amount awarded.

## Completed Actions

Completed actions can be generated by:

**Organization** – leave this blank to generate a report for all active actions in ARS

**Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office

**Agency** – this will allow only active actions for a client agency to be shown

**Area** – this will allow only active actions for an ARS area to be shown

**REE Contract** – this will allow search by a specific contract number or set of numbers.

**Action type** – this will allow selection of only active Contracts, active Delivery/Task Orders against an ARS Contract, Modifications, or Simplified Acquisitions to be shown.

**All Dates** – this will produce a cumulative report of all active actions

**Date Range** – this will allow you to identify a specific date range for active actions.

**Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by specialist/agent (assigned to) and contract number.

ATS - Completed Actions					
Assigned to: BROWN					
Contract Number/ Mod No.	DO No./ Amend No.	Contractor	Description	Award Amount	Award Date
AG32SBD120002		FOUR POINTS TECHNOLOGY L.L.C.	HP PROLIANT BL680C G7 SERVER BLADE	\$22,298.02	02/23/2012
AG32SBD120029		EXECUTIVE FURNITURE OF WASHINGTON DC INC	EXECUTIVE SINGLE PEDESTAL COMPUTER DESK	\$9,454.00	04/27/2012
AG32SBD120033		LYME COMPUTER SYSTEMS INC	DELL COMPUTER QTY. 10	\$10,670.00	05/01/2012
AG32SBD120044		ATD-AMERICAN	GSA GREEN 56485 TASK CHAIR MATREX BACK	\$3,860.55	05/18/2012
AG32SBD120045		COMPUTECH INTERNATIONAL, INC.	HONEYWELL FLEX NECK	\$3,450.50	05/23/2012
AG32SBD120060		EN POINTE GOV, INC.	MICROSOFT WINDOWS DATA CENTER OPERATING SYSTEM	\$46,661.10	06/07/2012
AG32SBD120150		DELL MARKETING L.P.	NOC AND LENEL WORKSTATIONS	\$5,069.42	08/28/2012
AG32SBD120154		KNOWLEDGE CONSULTING GROUP	ARCSIGHT PROFESSIONAL SERVICES	\$4,094.64	08/29/2012
AG32SBD120155		FEDTEK	FEDTEK - WEBTRENDS ANALYTICS 9, ADVANCED ANALYSIS PACKAGE - ESSENTIAL CARE, 50 MILLION PAGE VIEWS	\$3,425.00	08/29/2012
AG32SBD120168		DLT SOLUTIONS LLC	PY12 NETAPPS SCANNING POC CHARLES WALKER OR LARRY FARRIOR	\$7,086.48	09/11/2012
AG32SBD120190		LRP PUBLICATIONS, INC.	CYBERPEDS WEB RESEARCH TOOL FOR EMPLOYEE RELATIONS	\$3,815.00	09/19/2012
AG32SBD120198		BUREAU OF	BLOOMBERG BNA 10 USER	\$9,491.16	09/20/2012
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Completed Action report- This reports on all actions that have been completed. An action is considered completed when the award date has been entered and the ‘assigned to close out’ has not been checked.

**Assigned to:** The individual who is assigned to the action.

**Contract Number/Mod. No.:** The contract number of the action. If the action was a contract modification, then the mod number is given below the contract number.

**DO No./Amend No.:** Order number for those awards that were delivery orders or task orders to ARS contracts. Modification numbers are given below the DO/TO number,

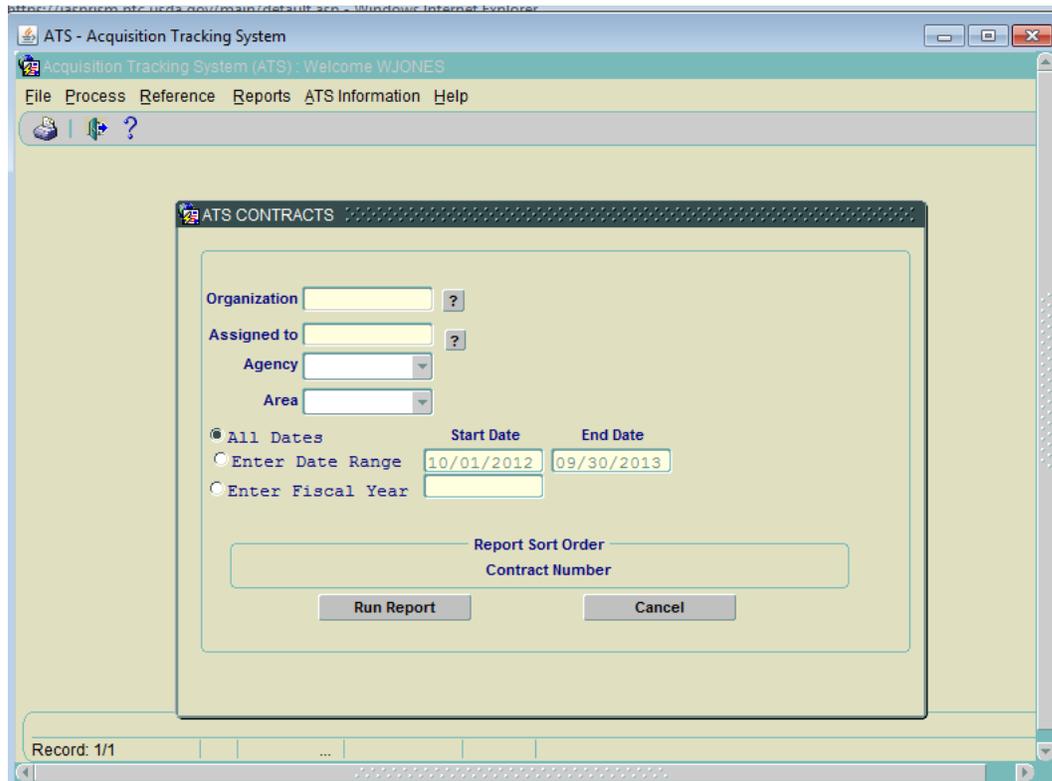
**Contractor:** The contractor for the action.

**Description:** The description of the good or service being procured.

**Award Amount:** The amount awarded.

**Award Date:** The date the action was awarded.

## Contracts



A completed contracts report can be generated by:

- Organization** – leave this blank to generate a report for all active actions in ARS
- Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office
- Agency** – this will allow only active actions for a client agency to be shown
- Area** – this will allow only active actions for an ARS area to be shown
- All Dates** – this will produce a cumulative report of all active actions
- Date Range** – this will allow you to identify a specific date range for active actions.
- Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by contract number.

# ATS User's Guide

ATS - Contracts Report								
Contract /Order Number	Mod Number	Contractor	Description	Assigned to	Total Award Amount	Performance End Date	Contract Expire Date	Req. Number
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	HAD ESMERELDA DICKSON BACK OUT OF RELOCATION.	MASSEY	-\$50,000.00	06/28/2014		MOD 1-REQ#626260
AG-32SB-D-13-0034	001		THIS MODIFICATION IS TO DO A NO COST CANCELLATION ON AWARD AG-32SB-D-13-0034. THEN TO DEOBLIGATE THE MONEY.					
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	RELOCATION OF JACQUELINE MOORE FROM DC TO GA, 2/10/2013	MASSEY	\$60,000.00	06/28/2014	626255	
AG-32SB-D-13-0037								
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	RELOCATION SERVICES FOR MATTHEW GREGG.	MASSEY	\$50,000.00	06/28/2014	627490	
AG-32SB-D-13-0043								
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	RELOCATION OF DOUG HARTWIG FROM MN PO TO MO FO, 3/25/2013.	MASSEY	\$10,000.00	06/28/2014	630930	
AG-32SB-D-13-0054								
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	MOD TO DEOBLIGATE AND CANCEL PO. DOUG HARTWIG BACKED OUT OF RELOCATION.	MASSEY	-\$10,000.00	06/28/2014		MOD1-32SB-D-13-005
AG-32SB-D-13-0054	001							
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	RELOCATION OF ROBERT WHITE III FROM KS PO TO NE.	MILLS	\$3,000.00	06/28/2014	634662	
AG-32SB-D-13-0068								
AG-32SB-C-12-0047000		FRANCONIA REAL ESTATE SERVICES, INC.	RELOCATION OF STEVE GUNN FROM WY PO TO CO FO.	MILLS	\$60,000.00	06/28/2014	634707	
AG-32SB-D-13-0078								
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All completed contracts will be shown on this report.

**Contract/Order Number:** The contract or delivery order number of the action.

**Mod Number:** All modifications for the contract or delivery order will be listed in order after the contract/order number.

**Contractor:** The contractor for the action.

**Description:** The description of the good or service being procured.

**Assigned to:** The individual who is assigned to the action.

**Total Award Amount:** The amount awarded.

**Performance End Date:** The end date of the last period of performance; if a contract is Terminated for Convenience, this date will be different from the Contract Expiration Date.

**Contract Expire Date:** The end date of the contact.

**Req. Number:** The requisition associated with the action.

## PBSC Contracts

PBSC Contracts can be generated by:

**Organization** – leave this blank to generate a report for all active actions in ARS

**Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office

**Agency** – this will allow only active actions for a client agency to be shown

**Area** – this will allow only active actions for an ARS area to be shown

**All Dates** – this will produce a cumulative report of all active actions

**Date Range** – this will allow you to identify a specific date range for active actions.

**Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report will be in order by contract number.

ATS - PBSC Contracts										
Contract/ Delivery Order Number	Award Date	Contractor	Description	Assigned to	Total Award Amount	Requesting Agency Area	PBSC			
AG-32SD-C-12-0027	002	03/19/2013	GOODWILL CONNECTION INDUSTRIES	PROVIDE JANITORIAL & LANDSCAPING SERVICES FOR PWA-PARLIER, CA. FUNDING APRIL - SEP 2013.	LEVENSON- SNITZ	\$100,454.22	ARS	PWA	Y	
AG-32SD-D-12-0032	000	09/11/2012	CEX TECHNOLOGIES INC		LEVENSON- SNITZ	\$40,661.00	ARS	PWA	Y	
AG-32SD-D-12-0032	001	10/15/2012	CEX TECHNOLOGIES INC	FUNDING IT SUPPORT, SALINAS, TASK ORDER #AG-32SD- D-12-0032	LEVENSON- SNITZ	\$40,661.00	ARS	PWA	Y	
AG-32SD-D-12-0032	002	04/02/2013	CEX TECHNOLOGIES INC	DEOBLIGATE 2ND 8-HOUR DAY PER WEEK, DUE TO INSUFFICIENT WORKLOAD. TOTAL DEOBLIGATION OF 221 HOURS.	LEVENSON- SNITZ	-\$12,309.70	ARS	PWA	Y	
AG-32SD-D-12-0079	000	08/10/2012	CEX TECHNOLOGIES INC	CBX DESKTOP SUPPORT SERVICES FOR USDA-ARS FACILITIES IN ALBANY, CA.	LEVENSON- SNITZ	\$98,440.00	ARS	PWA	Y	
AG-32SD-D-12-0111	000	08/31/2012	CRI ADVANTAGE	IT DESKTOP SUPPORT SERVICES, BOISE	LEVENSON- SNITZ	\$36,008.20	ARS	PWA	Y	

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The PBSC Contracts report shows the actions that have been identified as PBSC. An action is identified as PBSC by checking the PBSC box on the award screen (reference Page 21).

**Contract/Delivery Order Number:** The contract or delivery order number of the action. **Note that** the modifications are also listed but do not have a separate column heading.

**Award Date:** The date the action was awarded.

**Contractor:** The contractor for the action.

**Description:** The description of the good or service being procured.

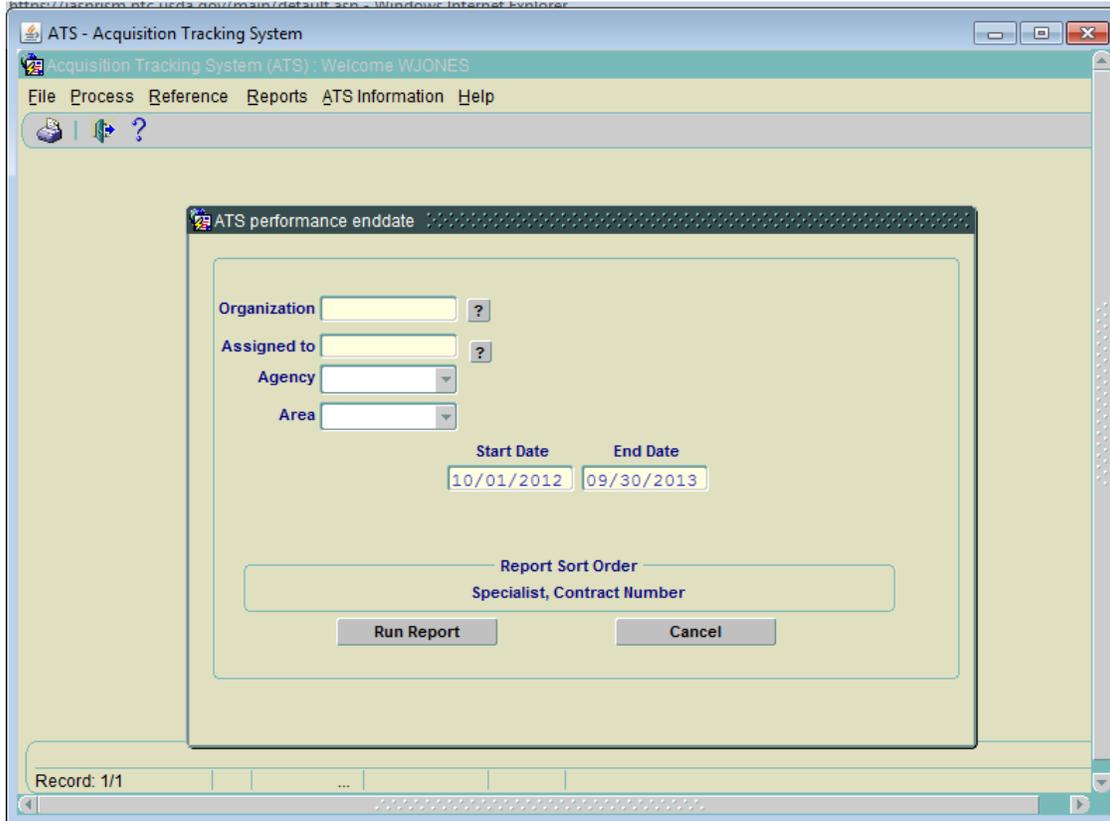
**Assigned to:** The individual who is assigned to the action.

**Total Award Amount:** The amount awarded.

**Requesting Agency/Area:** The agency and, for ARS awards, area requesting the goods or services.

**PBSC:** The value of the PBSC flag determining inclusion in this report.

## Performance End Date



Performance End Date can be generated by:

- Organization** – leave this blank to generate a report for all active actions in ARS
- Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office
- Agency** – this will allow only active actions for a client agency to be shown
- Area** – this will allow only active actions for an ARS area to be shown
- Start Date/End Date** – this will allow selection of actions within a certain period of time. The default is the current fiscal year.

The report will be in order by specialist/agent (assigned to) and contract number.

ATS - Performance End Dates							
	Contractor	Description	Assigned to	Total Award Amount	Performance End	Contract Expire Date	Requesting Agency Area
AG-32SB-D-12-0088	08/21/2012 UPS	REQUISITION FOR DIRECT DELIVERY SHIPMENT SERVICES USING THE UNITED PARCEL SERVICE (UPS) FOR FY 2013. PLEASE SEE THE DETAIL OF BPA NUMBER: QPN BQV 08, GSA SCHEDULE CONTRACT NUMBER: GS-23F-02821. REF PO: AG-3K06-D-11-0479	OCADIZ Technical POC: Rich Holcomb	\$335,000.00	09/30/2013	09/30/2013	NASS HDO 720-3400
AG-32SB-D-12-0088 002	04/24/2013 UPS	FULLY FUND AG-32SB-D-12-0088	OCADIZ Technical POC: wendy bugtai	\$335,000.00	09/30/2013	09/30/2013	ARS NCRSC
AG-32SB-D-12-0088 001	10/25/2012 UPS	DIRECT DELIVERY SHIPMENT SERVICES USING THE UNITED PARCEL SERVICE (UPS) FOR FY 2013	OCADIZ Technical POC: RICH HOLCOMB	\$335,000.00	09/30/2013	09/30/2013	NASS HDO
AG-32SB-D-12-0096	07/27/2012 DLT SOLUTIONS INC	MCAPEE ANTI-VIRUS PROTECTION	MILLS Technical POC: Domi Sanchez	\$163,040.00	08/02/2013	08/02/2013	ARS OCIO 301-504-0901
AG-32SB-D-12-0099	08/01/2012 INTEGRAL CONSULTING SERVICES INCORPORATED	TEMPORARY HIRE OF CONTRACTOR FOR VIRTUAL IT INFRASTRUCTURE. AG-3K06-D-12-0069.	ELIAS Technical POC: Tammy King	\$79,895.97	01/31/2013	01/31/2013	ERS HDO 202-694-5081
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Performance End Dates are shown as one line item for each contract, with any associated delivery orders listed below.

Contract number and award date are listed, as are delivery order, although they do not have a unique column header. The Technical Point of Contact (POC) is also provided within each line item.

**Contractor:** The contractor for the action.

**Description:** The description of the good or service being procured.

**Assigned to:** The individual who is assigned to the action.

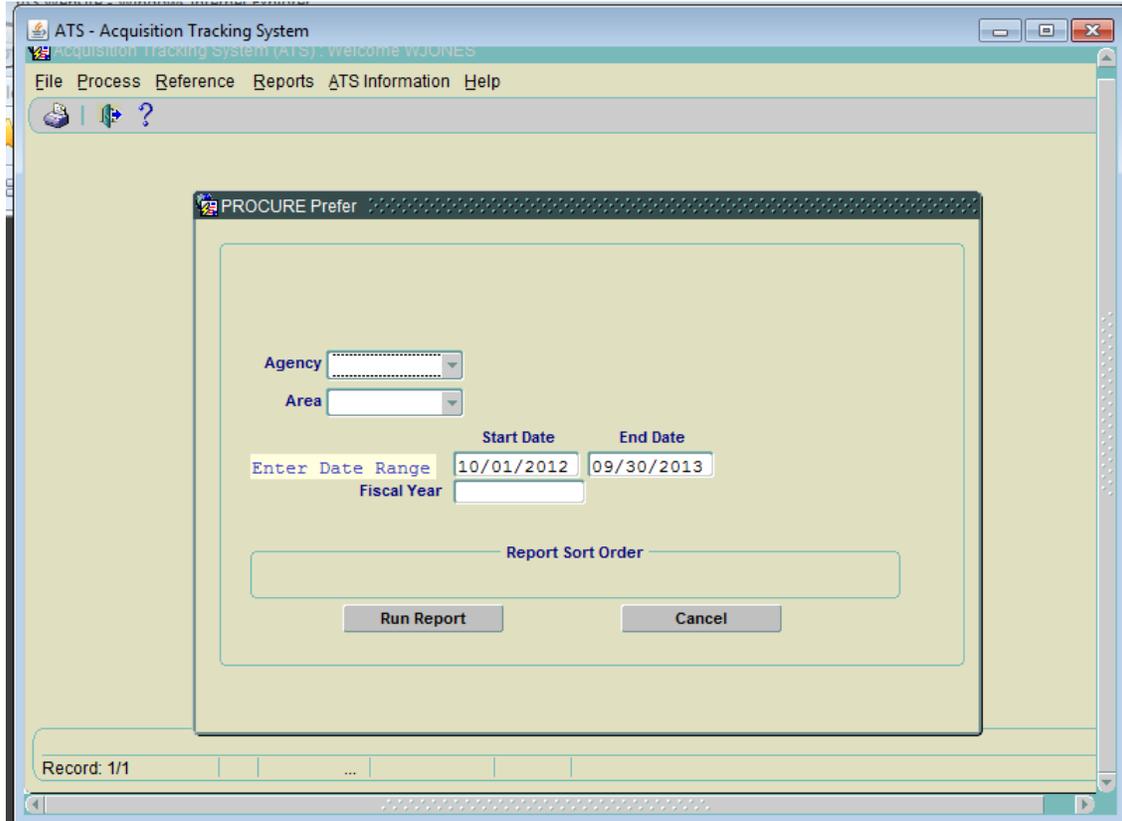
**Total Award Amount:** The amount awarded

**Performance End:** The end date of the last period of performance; if a contract is Terminated for Convenience, this date will be different from the Contract Expiration Date.

**Contract Expire Date:** The end date of the contact.

**Requesting Agency/Area:** The agency and, for ARS awards, area requesting the goods or services.

## Procurement Preference



The Procurement Preference report can be generated by agency or, within ARS, by Area.

**Agency** – this will allow only active actions for a client agency to be shown

**Area** – this will allow only active actions for an ARS area to be shown

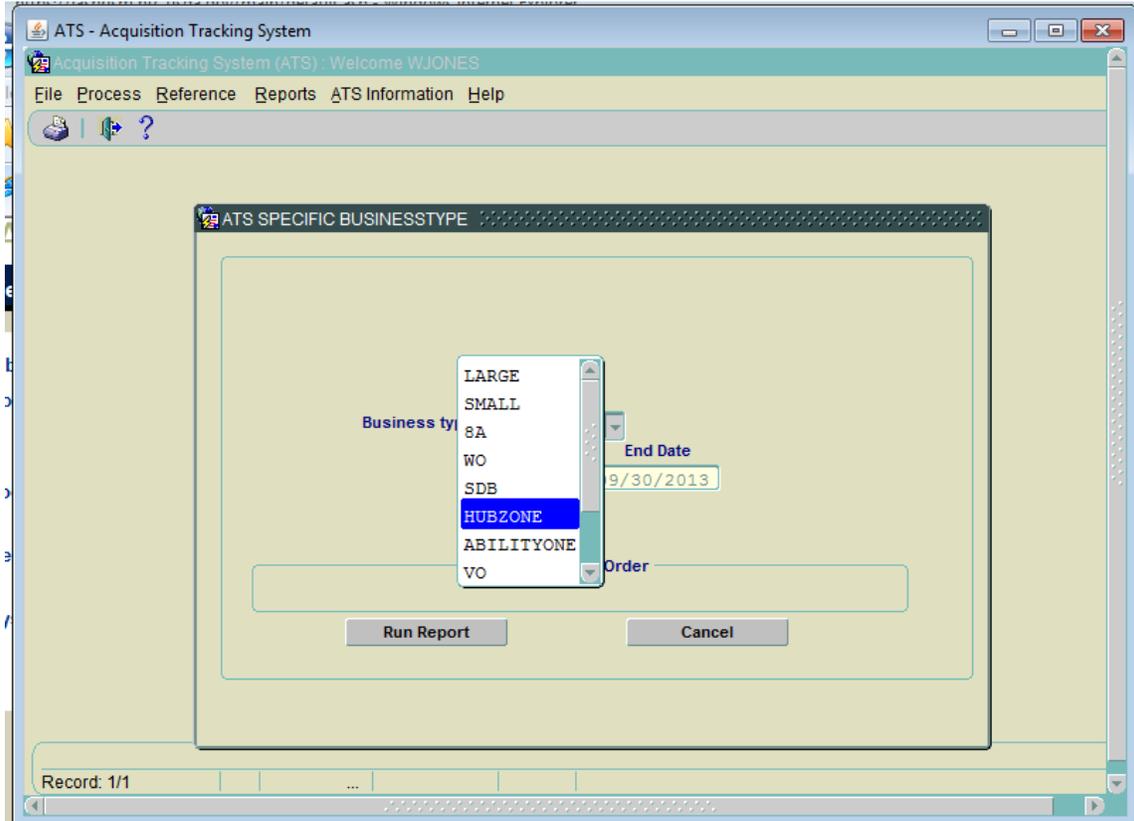
**Date Range** – this will allow you to identify a specific date range for active actions.

**Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

ATS - Procurement Preference					
Business Type	No of Actions	Total Award Amount	Achieved Percentage	Projected	Variance
Other	109	\$2,586,678.22	6.55 %	0.00 %	6.55 %
Large	420	\$12,032,297.19	30.46 %	0.00 %	30.46 %
Small	573	\$24,885,779.63	62.99 %	0.00 %	62.99 %
<b>Grand Total</b>	<b>1102</b>	<b>\$39,504,755.04</b>	<b>100.00 %</b>		
SDB	69	\$4,065,575.33	10.29 %	0.00 %	10.29 %
8a	77	\$11,653,548.97	29.50 %	0.00 %	29.50 %
WO	71	\$1,812,290.07	4.59 %	0.00 %	4.59 %
HZ	8	\$908,124.05	2.30 %	0.00 %	2.30 %
SDV	26	\$622,472.46	1.58 %	0.00 %	1.58 %
VO	4	\$255,255.89	0.65 %	0.00 %	0.65 %
Ability One	9	\$1,564,212.28	3.96 %	0.00 %	3.96 %
Monday, June 3 2013					

The Procurement Preference report is to assist in determining where we are in relation to our annual goals. The calculations are based on the values selected when making an award.

## Specific Business Type



Business Type reports can be generated for any of the following:

- Large business
- Small business
- 8(a) business
- Woman-owned business
- Small disadvantaged business
- HUB Zone business
- Ability One business
- Veteran owned business
- Service disabled veteran owned small business
- Other

One of the options **MUST** be chosen from the drop-down menu or a blank report will be generated.

**ATS - Specific Business Type**

Contract Number	Mod Number	Delivery Order Number	DO Mod Number	Contractor	Award Date	Total Award Amount
AG-32SB-D-13-0031	000	0000000000000	000	BLUE TECH INC.	01/10/2013	\$5,515.39
AG-32SB-D-13-0075	000	0000000000000	000	BLUE TECH INC.	04/09/2013	\$3,891.12
AG-32SB-D-13-0077	000	0000000000000	000	BLUE TECH INC.	04/10/2013	\$6,117.51
AG-32SB-D-13-0103	000	0000000000000	000	BLUE TECH INC.	04/26/2013	\$3,663.98
AG-32SB-P-13-0067	000	0000000000000	000	BLUE TECH INC.	02/14/2013	\$4,924.52
AG-32SD-C-13-0005	000	0000000000000	000	CASPERS CONSTRUCTION	01/10/2013	\$591,803.52
AG32SBK130017	000	0000000000000	000	FUTURENET GROUP, INC.	05/17/2013	\$71,012.48
AG3K06C110011	006	0000000000000	000	BUDGET SERVICES & SUPPLIES, LLC	12/04/2012	\$221,195.53
<b>Total</b>					<b>8</b>	<b>\$908,124.05</b>

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Only the awarded actions identified for the requested business type will be displayed.

**Contract Number:** The contract number of the action.

**Mod Number:** If the action was a base award, the modification number will be shown as zeros.

**Delivery Order Number:** Order number for those awards that were delivery orders or task orders to ARS contracts. If the order was not a delivery order, the number will be shown as zeros.

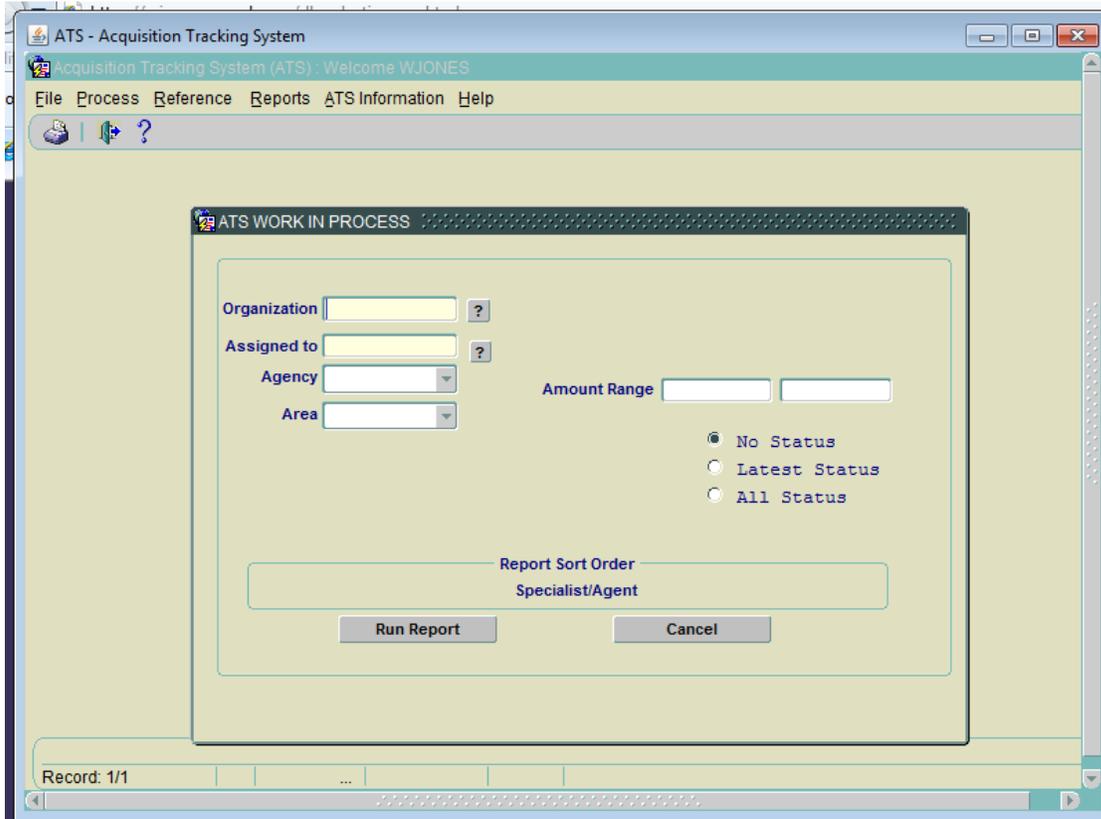
**DO Mod Number:** If the action was a base, the modification number will be shown as zeros.

**Contractor:** The contractor for the action.

**Award Date:** The date the action was awarded.

**Total Award Amount:** The amount awarded.

## Work In Progress



Work In Progress can be generated by:

**Organization** – leave this blank to generate a report for all active actions in ARS

**Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office

**Agency** – this will allow only active actions for a client agency to be shown

**Area** – this will allow only active actions for an ARS area to be shown

**Amount range** – this will allow selection of actions within a certain award amount range.

**No Status** – choose this to get a “simple” report showing only the actions in progress.

**Latest Status** – choose this to get a report showing the actions in progress and the latest comments entered by the specialist/agent on each.

**All Status** – choose this to get a report showing all actions in progress and all comments entered on each.

The report will be in order by specialist/agent (assigned to).

# ATS User's Guide

ATS - Work In Process with Status					
Assigned to	Requisition Number	Description	Requisition AMOUNT	Received Date	Requesting Agency Area
ELIAS					
	640130	NASS FIREWALL	\$18,675.00	05/09/2013	NASS HDQ
	<b>Status:</b> 05/31/2013 MADE CORRECTIONS; GIVEN BACK TO E. FRANKLIN ON 5/31 TO REVIEW/APPROVE.				
	641301	ELECTRONIC LAB NOTEBOOKS	\$80,000.00	05/13/2013	ARS OCIO
	<b>Status:</b> 05/16/2013 WAITING FOR E. FRANKLIN TO OK REQUEST FOR PROPOSAL BEFORE I POST ON FEDBIZOPPS.				
	642136	IBM SPSS STATISTICS STANDARD LICENSE + SUBSCRIPTION.	\$13,056.00	05/23/2013	ERS HDQ
	<b>Status:</b> 05/31/2013 ONLY RECEIVED TWO QUOTES; IN NEED OF A 3RD ONE THAT IS GSA. WAITING FOR 3RD QUOTE. GAVE VENDOR UNTIL COB JUNE 3RD.				
	642206	US FEDERAL PRODUCTION SUPPORT/SUBSCRIPTION VMWARE VSPHERE.	\$3,372.24	05/20/2013	ARS NAL
	<b>Status:</b> 05/31/2013 MARKET RESERACH DID NOT PRODUCE ANY QUOTES. CONTACTED ANOTHER VENDOR AND GAVE THEM UNTIL COB JUNE 4TH TO PROVIDE QUOTE.				
	643097	AMEND EXISITING PO #AG-32SB-P-12-0112 TO ADD \$5000 AND EXTEND DATES.	\$5,000.00	05/28/2013	ARS HDQ
	<b>Status:</b> 05/31/2013 COMPLETED; GIVEN BACK TO E.FRANKLIN TO REVIEW/APPROVE ON 5/31.				
<b>Totals:</b>	5				
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(Showing "Latest Status")

**Work In Progress report-** This reports on the actions that have not been identified awarded.

**Assigned to:** The individual who is assigned to the action.

**Requisition Number:** The requisition number of the action.

**Description:** The description of the good or service to be procured.

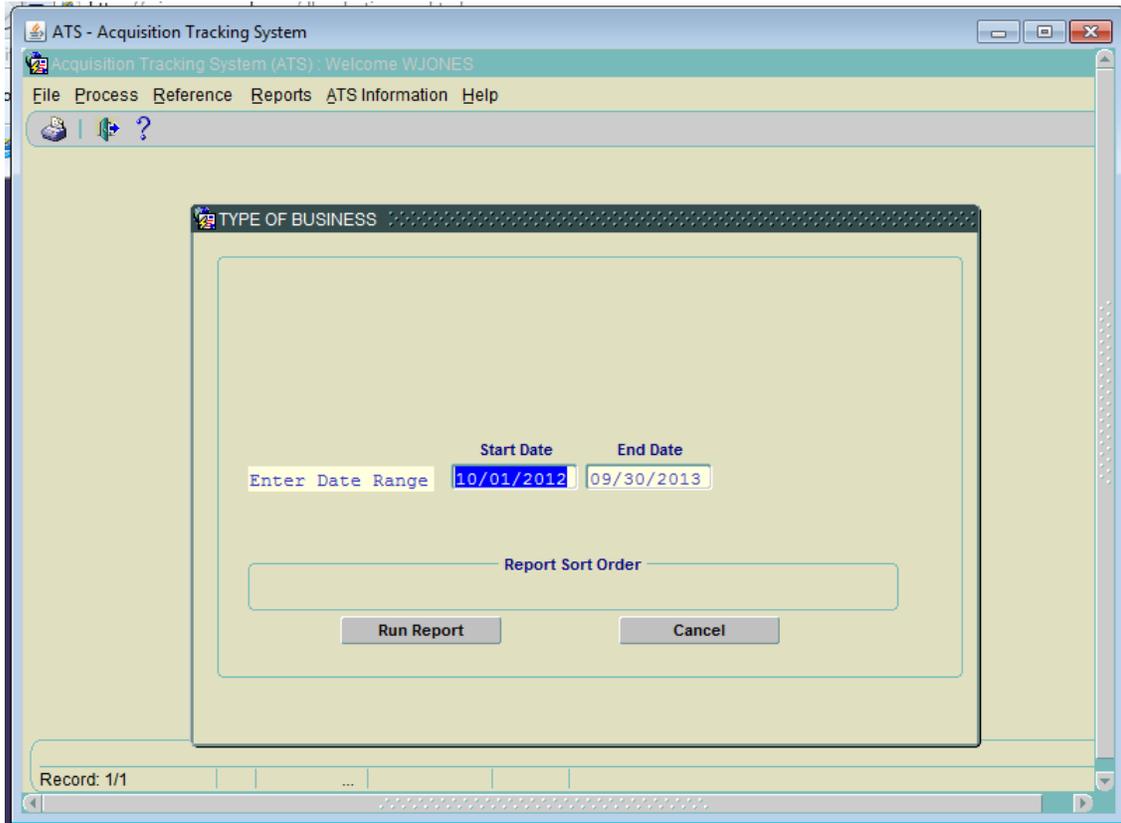
**Requisition AMOUNT:** The dollar amount of the requisition.

**Received Date:** The date the requisition was assigned to the individual listed above.

**Requesting Agency/Area:** The agency and, for ARS awards, area requesting the goods or services.

**Status:** The latest or all comments regarding the status of the action.

## Type of Business



The Type of Business report can only be generated for a specific date range. The default is the current fiscal year

The report is in order by award date.

ATS TYPE OF BUSINESS												
Contract Number	Award Date	Contractor	LB	SB	Other	8(a)	WOB	SDB	HUBZ	AB 1	VO	SDVOB
AG32SBC120047	04/18/2013	INC.	Y	N	N	N	Y	N	N	N	N	N
AG32SBC120047	04/19/2013	FRANCONIA REAL ESTATE SERVICES, INC.	Y	N	N	N	Y	N	N	N	N	N
AG32SBC120047	04/18/2013	FRANCONIA REAL ESTATE SERVICES, INC.	Y	N	N	N	Y	N	N	N	N	N
AG32SBC120047	04/18/2013	FRANCONIA REAL ESTATE SERVICES, INC.	Y	N	N	N	Y	N	N	N	N	N
AG32SBC120047	04/18/2013	FRANCONIA REAL ESTATE SERVICES, INC.	Y	N	N	N	Y	N	N	N	N	N
AG32SBC120025	12/19/2012	DISCOVERYGARDEN, INC.	N	Y	N	N	N	N	N	N	N	N
AG32SBC120025	01/14/2013	DISCOVERYGARDEN, INC.	N	Y	N	N	N	N	N	N	N	N
AG-32SB-K-13-000403/01/2013		DSD LABORATORIES, INC.	N	Y	N	N	N	N	N	N	N	N
AG-32SB-C-12-004701/23/2013		FRANCONIA REAL ESTATE SERVICES, INC.	Y	N	N	N	N	N	N	N	N	N
AG-3K06-D-11-023003/25/2013		DLT SOLUTIONS, LLC	Y	N	N	N	N	N	N	N	N	N
AG-32SD-C-12-004204/02/2013		SCHNEIDER ELECTRIC USA, INC.	Y	N	N	N	N	N	N	N	N	N
AG3K06C090023	12/06/2012	WILEY INTERSCIENCE	N	N	Y	N	N	N	N	N	N	N
AG-32SB-C-12-004704/09/2013		FRANCONIA REAL ESTATE SERVICES, INC.	Y	N	N	N	N	N	N	N	N	N
AG-32SB-P-13-004704/04/2013		HOCOHAN HOLDINGS DBA OFFICE VALLEY SYSTEMS	N	Y	N	N	N	N	N	N	N	N
AG-3K06-C-10-006504/24/2013		PATRICK WILLIS	N	Y	N	N	N	N	N	N	N	N
AG-32SD-B-12-000204/25/2013		YRCI	Y	N	N	N	N	N	N	N	N	N
AG-32SB-C-12-003905/16/2013		FUTURENET GROUP, INC.	N	Y	N	Y	N	Y	N	N	N	N
AG-32SB-P-13-004705/03/2013		HOCOHAN HOLDINGS DBA OFFICE VALLEY SYSTEMS	N	Y	N	N	N	N	N	N	N	N
AG-3K06-C-10-006305/28/2013		NEW EDGE NETWORK INC.	Y	N	N	N	N	N	N	N	N	N
AG3K06D090212	12/11/2012	MATHEMATICA POLICY RESEARCH, INC	Y	N	N	N	N	N	N	N	N	N
AG3K06D090212	12/21/2012	MATHEMATICA POLICY RESEARCH, INC	Y	N	N	N	N	N	N	N	N	N
		MATHEMATICA POLICY RESEARCH,										

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The information in this report shows how each contractor qualified individually under the available business types.

**Contract Number:** The contract number of the action.

**Award Date:** The date the action was awarded.

**Contractor:** The contractor for the action.

The Business Size Indicators are each given a separate column:

- Large business
- Small business
- Other
- 8(a) business
- Woman-owned business
- Small disadvantaged business
- HUB Zone business
- Ability One business
- Veteran owned business
- Service disabled veteran owned small business

## Purchase Card Report

The screenshot shows the 'ATS PURCHASE CARD REPORT' dialog box within the 'ATS - Acquisition Tracking System' application. The dialog box has a title bar and a menu bar. The main area contains several input fields and options:

- Organization:** A text input field with a help icon.
- Assigned to:** A text input field with a help icon.
- Agency:** A dropdown menu.
- Area:** A dropdown menu.
- Action Type:** A text input field with a help icon.
- Amount Range:** Two text input fields for range specification.
- Date Selection:** Three radio buttons: 'All Dates' (selected), 'Enter Date Range', and 'Enter Fiscal Year'. The 'Enter Date Range' option has '10/01/2012' in the 'Start Date' field and '09/30/2013' in the 'End Date' field.
- Report Sort Order:** A text input field containing 'Requisition Number, Contract Number'.
- Buttons:** 'Run Report' and 'Cancel' buttons at the bottom.

The status bar at the bottom of the window shows 'Record: 1/1'.

The Purchase Card Report can be generated by:

- Organization** – leave this blank to generate a report for all active actions in ARS
- Assigned to** – enter a value for “Organization” and leave this blank to generate a report for all active actions within a particular office
- Agency** – this will allow only active actions for a client agency to be shown
- Area** – this will allow only active actions for an ARS area to be shown
- Action type** – this will allow selection of only active Contracts, active Delivery/Task Orders against an ARS Contract, Modifications, or Simplified Acquisitions to be shown.
- Amount range** – this will allow selection of actions within a certain award amount range.
- All Dates** – this will produce a cumulative report of all active actions
- Date Range** – this will allow you to identify a specific date range for active actions.
- Fiscal Year** – this will allow you to identify a specific fiscal year for active actions.

The report is in order by requisition number and contract number.

ATS - Purchase Card Report							
Requisition Number	Contract Number	Contractor	Award Date	Performance End Date	Action Type	Total Contract Amount	
638763	AG-32SD-P-13-0318	UNIVERSITY OF CALIFORNIA	05/01/2013	05/07/2013	SIMPLIFIED ACQU.	\$3,420.00	
639222	AG-32SD-P-13-0325	SOIL & WATER CONSERVATION SOCIETY	05/02/2013	05/30/2013	SIMPLIFIED ACQU.	\$3,790.00	
639266	AG-32SD-P-13-0326	M & R PROTECTIVE SYSTEMS INC	05/02/2013	06/03/2013	SIMPLIFIED ACQU.	\$5,250.00	
639314	AG-32SD-P-13-0316	DECAGON DEVICES, INC.	04/30/2013	05/30/2013	SIMPLIFIED ACQU.	\$7,534.46	
639630	AG-32SB-P-13-0133	AAEA	05/24/2013	08/07/2013	SIMPLIFIED ACQU.	\$34,540.00	
639724	AG-32SD-P-13-0327	SIEMENS INDUSTRY INC.	05/03/2013	06/03/2013	SIMPLIFIED ACQU.	\$8,326.72	
640019	AG-32SD-P-13-0329	SCOTT PETROLEUM	05/06/2013	06/01/2013	SIMPLIFIED ACQU.	\$16,380.89	
640128	AG-32SD-P-13-0332	DIEDRICH TRADING COMPANY, LLC	05/08/2013	05/24/2013	SIMPLIFIED ACQU.	\$5,551.15	
640199	AG-32SD-P-13-0367	CRI	05/29/2013	06/07/2013	SIMPLIFIED ACQU.	\$4,000.58	
640253	AG-32SC-P-13-0138	GRIFFIN GREENHOUSE SUPPLIES, INC.	05/09/2013	05/17/2013	CONTRACT	\$539.80	
641418	AG-32SD-P-13-0354	VWR INTERNATIONAL, LLC	05/21/2013	06/14/2013	SIMPLIFIED ACQU.	\$3,844.75	
641432	AG-32SD-P-13-0355	CAMPBELL SCIENTIFIC, INC.	05/21/2013	06/14/2013	SIMPLIFIED ACQU.	\$3,363.86	
641670	AG-32SD-P-13-0356	KELLER AMERICA INC	05/21/2013	06/17/2013	SIMPLIFIED ACQU.	\$5,073.75	
642024	AG-32SD-P-13-0352	MESO SCALE DIAGNOSTICS	05/23/2013	06/22/2013	SIMPLIFIED ACQU.	\$56,068.09	
642750	AG-32SD-P-13-0366	CROP PRODUCTION SERVICES, INC.	05/28/2013	06/23/2013	SIMPLIFIED ACQU.	\$9,171.50	
					<b>Totals</b>	34	\$333,841.79
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The Purchase Card Report lists awarded actions put on a purchase card based on if the “PCard Procurement” box is checked on the “Award Contract” screen (reference Page 19).

**Requisition Number:** The requisition number assigned to the action.

**Contract Number:** The contract number of the action.

**Contractor:** The contractor for the action.

**Award Date:** The date the action was awarded.

**Performance End Date:** The end date of the last period of performance; if a contract is Terminated for Convenience, this date will be different from the Contract Expiration Date.

**Action type** – If the action was awarded as a Contract, Delivery/Task Order against an ARS Contract, Modification, or Simplified Acquisition.

**Total Contract Amount:** The amount awarded.