Federal Contracts Management

Powered by:

entellitrak®

Dynamic Tracking of All Contracts, Modifications, and Renewals

MicroPact, which provides its Case Management and Business Process Management (BPM) platform to major federal agencies, manages several hundred ongoing contracts with the potential for multiple modifications. Keeping track of all these contracts and any additions or modifications is no small task. Multiple team members in different departments need to share information on all aspects of the successful fulfillment of a contract. Effectively tracking all the moving parts that play a role in the life of a contract is paramount to any fast-growing company.

In the absence of a unified application to enable team members to actively update and track contracts from cradle to grave, MicroPact was relying on multiple systems that often were not supporting each other. As the company won more contracts and the contracts became bigger and more complex, the use of paper-based files and ad hoc spreadsheets and databases was not meeting the growing demands.

The Solution Was "Right in Front of Our Eyes"

MicroPact had built more than 20 internal systems on the entellitrak platform so creating a dynamic system for managing federal contracts was a logical step for the company to take. From the time of its implementation seven years ago, the entellitrak Federal Contracts Management solution has evolved and been enhanced to meet the ever-changing complexities that federal contracts present an organization. Because the federal contracts serviced by MicroPact continue to grow in size and scope, entellitrak's ability to keep pace has proved invaluable to the company's ability to manage contracts from signing to completion or renewal.

Hitting the Ground Running

As soon as a new contract or contract modification is signed, all details are entered into entellitrak's Federal Contracts Management System and all involved departments (Accounting, Project Management, Product Support, and Contracts Management) are

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notified, granted any necessary access, and prompted to log in to perform any required tasks. The following steps begin immediately:

- Accounting pulls the contract or modification and enters the information in financial and timekeeping systems.
- The Project Manager reviews the contract scope, selects employees to authorize access to the account, and begins contacting the customer to schedule activities.
- Product Support prepares the back-end technology for the new assignment and buyers start sending bids for any required equipment.

Ongoing Tracking Improves Results, Leverages Resources

By providing an integrated solution for capturing all relevant information attached to a contract, entellitrak allows MicroPact team members to efficiently track and manage multiple contracts as they move through the system. The accounting department can provide profit analysis so the Project Managers can better allocate resources. As the PM updates and provides status reports, required team members receive automatic alerts. All team members assigned to a specific contract have access to the information they need to achieve both internal and external performance goals. The system also prompts team members to take action when certain criteria are met and attention is required.

Turning Fiscal Year Crunch into Business Opportunities

September brings the end of the federal government's fiscal year — and crunch time for most federal contractors. The volume of contract transfers and modifications strains the most efficient organization. MicroPact team members are able to process hundreds of contract transfers and modifications each September because entellitrak not only tracks the progress but also alerts users to events that require action. The Contracts Department is able to efficiently manage and follow up with customers to secure maintenance renewals. Accounting can create and send invoices with ease. Product Support is able to provide services without interruption. The effectiveness of these systems is made possible because of entellitrak.

Staying on Top with Advanced Reporting

Setting up automated reports and alerts within the entellitrak system makes tracking multiple contract renewals or modifications each month a much more efficient process for MicroPact. Automated reports send weekly updates to team members listing all contracts set to expire in 90 days. (Additional 60-day and 30-day alerts follow.) These reports include contract details and links to the contract's record within entellitrak. Alerts also can be created to go to team members whenever a modification to an existing contract is made. For more specific tasks, such as targeting all contracts with a value of more than $10 million that are up for renewal in 30 days, the Advanced Search is used to pull details on specific contracts.

For further details, please contact our sales team at **703.709.6110**, or by email at **sales@micropact.com**.

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