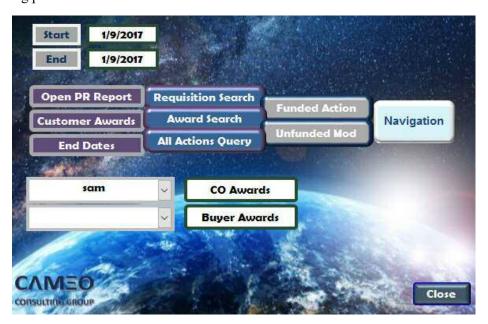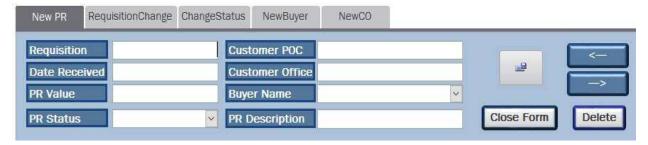# Acquisition Management System (AMS)

Monthly Reporting and Deliverable Management

Cameo has developed a proprietary Acquisition Management System (AMS) in MS Access that allows multiple simultaneous users to effectively manage requisitions/purchase requests (PR), contracts, customers, vendors, modifications, spending, buyer information, and procurement action lead time (PALT). This management tool, as captured below, takes the place of numerous spreadsheets and other reporting tools often used to capture common metrics by allowing for instant monthly, quarterly, or annual reporting per the users desired variables.

Data Management: Through the Navigation panel, any AMS user or, if desired, any assigned Master User may easily add, edit, or delete users and contract information, or reassign workload assignments for Open PRs and active contracts, as evident below.

Query Capability: Next, the AMS allows any user to effectively run queries to determine PR status, contract status (i.e open or closed), contract funding, status of modifications, productivity by Buyer and Contracting Officer, and awards by vendor, among other features. Below is a quick snapshot of our PR query system. By inputting the PR number or buyer or key word description, one can swiftly determine to whom it was assigned, its status, the description, its value, customer office, and even the customer POC (not shown in image).

Acquisition Management System (AMS)

Requisition Search

Buyer	PRStatus	Date Received	PR Value	PR Description	Customer Office
Buyer 2	Awarded	5/5/2014	$1,500,000.00	EDS Equip & Mtnc	FJKL-ABC
Buyer 2	Awarded	8/21/2014	$52,250.00	Add CLIN for in-scope work	ABC-DEF
Buyer 1	Open	6/3/2016	$98.00	soup	
Buyer 2	Open	9/1/2014	$484,692.00	Add In-Scope Work due to F	JKL-ABC
Buyer 2	Open	6/1/2014	$3,095,885.00	Exercise Option Year 1 & Ad	ABC-GHI
Buyer 3	Open	6/1/2013	$3,498,626.00	Task Order 1	ABC-DEF

Reporting: Finally, Cameo's AMS allows for accurate real-time reporting of Open PRs, Contracts, Purchase Orders, Blanket Purchase Agreements, GSA Orders, IDIQ Task Orders, and modifications by date, Contracting Officer, and Buyer. Not only does this feature permit active management of PALT, but it also provides a snapshot to the workload of each Cameo staff member and Contracting Officer, thereby allowing leadership to effectively redistribute workload, as required, based on mission requirements. The below is a snapshot of one report available that shows which PRs are in Open status (i.e not yet in Awarded or Closed status and not assigned a contract number).

Open Requisitions

PR	Date	PR Value	Description	Buyer	Status	Customer	Office
1	6/1/2013	$3,498,626.00	Task Order 1	Buyer 3	Open	Customer 1	ABC-DEF
2	6/1/2014	$3,095,885.00	Exercise Option Year 1 & Add Funding	Buyer 2	Open	Customer 2	ABC-GHI
3	9/1/2014	$484,692.00	Add In-Scope Work due to Farm Bill	Buyer 2	Open	Customer 3	JKL-ABC
9	6/3/2016	$98.00	soup	Buyer 1	Open	Customer 1	
15		$7,079,301.00					

The AMS also can report actions accomplished for a contract, including its modifications and task orders. By tracking the value of all modification and task orders under a contract or BPA, the AMS assists the Government in managing contract ceiling and funding for entire life of the contract and its sub-instruments (i.e. BPA Calls, Task Orders, etc.).

Finally, the AMS can be customized to report exactly the type of data the Government desires in the format (MS Excel, Word, .PDF) they prefer. By utilizing this AMS, a user no longer waits for a monthly report to be generated to effectively manage its workforce. With the AMS, the reporting is always done when you want it and how you want it!

For a demonstration on its capabilities and for an open discussion on how it can be tailor-made to your organization's specific needs, please contact us for a demonstration!

Cameo Consulting Group, LLC • 2707 Fairhaven Avenue, Alexandria, VA • 1-844-477-0595

"Create Value. Make a Difference!"