

# ACQUISITION HOUR WEBINAR

## Contract Tracking and Reporting with Excel

May 13, 2015



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**Providing expert technical  
assistance to  
FEDERAL, STATE and LOCAL  
GOVERNMENT  
Contractors  
And Subcontractors**

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May 13, 2015

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# Contract Tracking and Reporting with Excel

Mark Dennis

May 13, 2015

~~How to Tract Your Contract... ...no...~~

~~How to Track your Contrack... ...um...~~

Let's just call it a **Status Report**, shall we?

*For contractors...*

Once you've got the Contract in hand,  
and are getting into Production and Delivery,  
Tracking and Reporting your progress is key.

Many contracts contain reporting requirements...

- to your contract office
- and government inspectors,
- As well as to your own company!

...To track important milestones like

- promise dates,
- delivery dates,
- invoicing,
- and payment. Especially that payment !

Other items include:

Serial numbering, UID / RFID, Ship-to locations

...the mass of details just begs for organization.

We'll show you a typical spreadsheet tool  
for tracking,  
upon which your other reports can rely.

Based on the widely used  
*Microsoft Excel*,  
the data can be linked to other documents  
you may need to create as well.



So what do we need to track in a Status Report?

*Hmmm... Report... Reporting... sounds like Journalism 101...*

- Who ?
- What ?
- When ?
- Where ?
- Why ?
- How ?
- ...and How Much?

# Busy People Need Fast Facts !

- Contract officers, buyers, and government inspectors are busy.  
(Just ask them...they'll tell you.)
- A contract spells out definite items:
  - National Stock Number or NSN
  - Or... Name of a Service being purchased.
  - Quantities
  - Qualities (inspection criteria)
  - Prices
  - Due Dates

# Report what the contract asks for!

- Contracts should normally contain a reporting clause.
- Many such clauses may state, “Contractor’s format is acceptable.”
- Your company may have a comprehensive reporting format already. If so, and you’re willing to share it, show and discuss it with your contract office and inspector during a “takt time.”
- If not, you can create a spreadsheet based on:

Who-What-Where-When-Why-How - and How Much (dollar\$).

- Keep it as simple as you can
- Try to have only one, catch-all Excel workbook.

# The Who.

- Who means you.
- Your company, division.
- Location! (Especially if company has several.)
- Contact information for reporting person:  
*Name, email, telephone.*

Create a professional masthead at the top of your spreadsheet.

(Can be your company letterhead if it contains all the above info; if not, add a few lines.) Keep this masthead relatively small however.

# The Who.

- Who also means.... Your Customer.
- Contract Number and Delivery Order, Task Order (if applicable)
- Brief Description of item or service, i.e. Make, Model, Noun.
- Title of report, i.e. “Monthly Status Report, Delivery Report”
- Date(s) covered by this spreadsheet. (you may have several sheets)
- Recommend: separate spreadsheet for each delivery order, contract, or other mutually agreeable division.
- Excel Tabs: Label simply, but make as definite as possible:  
i.e DO-0001, May 2015.

# Masthead Example:

*The Best Construction Company, 1153 Main Street, La Crosse, WI*

*Phone (608) 555-1234 Email: [mdenn@bcc.com](mailto:mdenn@bcc.com)*

Contract W56HZV-15-D-9991    Reset of Army MX42 End Loader for US Army TACOM

**Monthly Status Report:    May 2015**

# What ? (See Section B of contract)

Be as precise on what you're delivering as the contract language.

- National Stock Number
- Your company unique Serial Number (recommended if not required)
- Unique Identification Number (UID)
- Radio Frequency Identification Number (RFID)
- Quantity – matching contract requirement.
- Unit of Issue – also matching. “EA” (each), “LO” (lot), etc.
- Brief Description: “Truck.” “Fitting.” “Laser Gun.” “Pizza.”

# What ? (See Section B of your contract)

Be as precise on what you're delivering as the contract language.

*Can -- and should -- match the data on the gov't packaging label!*

<u>Local Admin Number</u>	<u>Description</u>	<u>NSN</u>	<u>Serial No.</u>	<u>USA Reg. No.</u>
1501	MX40 Truck	8989-01-012-1234	8150011	DLO123
1502	MX40 Truck	8989-01-012-1234	8150012	DLO124
1503	MX40 Truck	8989-01-012-1234	8150013	DLO125
1504	MX40 Truck	8989-01-012-1234	8150014	DLO126
1505	MX40 Truck	8989-01-012-1234	8150015	DLO127
1506	MX40 Truck	8989-01-012-1234	8150016	DLO128
1507	MX40 Truck	8989-01-012-1234	8150017	DLO129
1508	MX40 Truck	8989-01-012-1234	8150018	DLO130
1509	MX40 Truck	8989-01-012-1234	8150019	DLO131
1510	MX40 Truck	8989-01-012-1234	8150020	DLO132
1511	MX40 Truck	8989-01-012-1234	8150021	DLO133
1512	MX40 Truck	8989-01-012-1234	8150022	DLO134
1513	MX40 Truck	8989-01-012-1234	8150023	DLO135
1514	MX40 Truck	8989-01-012-1234	8150024	DLO136
1515	MX40 Truck	8989-01-012-1234	8150025	DLO137





When?




# When?


- Key tracking dates
- Can follow flow of process: see example
- Definitely include: Inspection Date, Shipped Date, Delivery Date, Invoiced Date.

<u>Date Received</u>	<u>Date CAR Submitted</u>	<u>Date AWE Approved</u>	<u>Projected Start Date</u>	<u>Date Work Started</u>	<u>Projected Completion Date</u>	<u>Actual Completion Date</u>	<u>Date Inspector Notified</u>	<u>Date Inspected</u>	<u>Date Shipped</u>
-	-	-	-	-	-	-	-	-	-
2-Jan-15	5-Jan-15	8-Jan-15	11-Jan-15	12-Jan-15	12-Mar-15	12-Mar-15	9-Mar-15	18-Mar-15	25-Mar-15
9-Jan-15	12-Jan-15	15-Jan-15	18-Jan-15	19-Jan-15	19-Mar-15	19-Mar-15	16-Mar-15	25-Mar-15	1-Apr-15
16-Jan-15	19-Jan-15	22-Jan-15	25-Jan-15	26-Jan-15	26-Mar-15	26-Mar-15	23-Mar-15	1-Apr-15	8-Apr-15
23-Jan-15	26-Jan-15	29-Jan-15	1-Feb-15	2-Feb-15	2-Apr-15	2-Apr-15	30-Mar-15	8-Apr-15	15-Apr-15

# Why are the When's Important?

- Delivery Dates are all-important to the government.
- Delivery Dates (and Quality) are Key measurements of success or failure.
- The Dreaded CPARS (Contractor Performance Assessment Reports System)
- Report helps both you and the contract officers track progress, make decisions.
- If delivery date changes with a Contract Mod, note the mod in the report.
- Can be used with process management tools.
- If production is slipping and delivery is likely to be late...  
 Communicate! With Everyone!! **Before the Report Date!!!**  
Don't: just report late delivery, and then try to put out the fire.

# Why are the When's Important?

- You and Your Government Inspector: Partners in Success.
- Inspectors need to know where you stand in production.
- DCMA may be dealing with staff shortages.
- Some Inspectors experiencing larger service areas to cover.
- Late deliveries impact DCMA's performance record as well as the contractor's.
- Keeping your inspector in the loop, with a detailed report, helps both of you.
- Contractors who are generally on time may receive an occasional extension mod.
- If production is slipping and delivery is likely to be late...  
 Communicate! With the Inspector!! **Before the Report Date!!!**  
Don't: just report late delivery, and then try to catch up.

# Where From? Receiving Section Example

INBOUND CBL NO.	Shipped From DODAAC	Shipped from UNIT	Shipped From Address
W99ABC5001M022	C12345	Equipment Concentration Site	Bldg. 1001 A Street, Fort McCoy, WI 54656
W99ABC5001M023	C12346	Equipment Concentration Site	Bldg. 1001 A Street, Fort McCoy, WI 54657
W99ABC5001M024	C12347	Equipment Concentration Site	Bldg. 1001 A Street, Fort McCoy, WI 54658
W99ABC5001M025	C12348	Equipment Concentration Site	Bldg. 1001 A Street, Fort McCoy, WI 54659

# Where (did the goods go)?

- For Supplies: Shipping / Delivery Destinations Section.
- Must match contract requirements.
- If there is a change in destination, get a mod.
- If there is a change in destination, get a mod.
- Inspectors may legitimately refuse delivery to destination other than the contract calls for.
- For Service Contracts: Location where service was performed, delivered.
- Details: Address, City, State, ZIP.
- Point of contact of receiving official: Name, Telephone, Email.
- Location and Date of Receiving Report.

 Not tracking your deliveries can prevent payment!

# Where To? Shipping Section Example

Ship To State	Ship-to DoDAAC	Marked For:	Ship-To Address	Contact / POC	Phone
CA	W90QNY	W7MX54	USPFO TRANS ACTIVITY CA, SAN MIGUEL, CA 934515000	SPC Joseph O'Reilly	805-555-1234
CA	W90QNY	W7MX54	USPFO TRANS ACTIVITY CA, SAN MIGUEL, CA 934515001	SPC Joseph O'Reilly	805-555-1234
CA	W90QNY	W7MX54	USPFO TRANS ACTIVITY CA, SAN MIGUEL, CA 934515002	SPC Joseph O'Reilly	805-555-1234
TN	W81EHT	W92PA2	VOLUNTEER TRAINING SITE , LAVINIA, TN 38348	SSG KEVIN Riley	731-555-1234
KY	W802DB	W8URAA	W8UR KY ARNG GREENVILLE, KY 42345-5600	WO1 Geordie LaForge	502-555-1234
KY	W22MQP	W8UPAA	W8UP KY ARNG, Frankfort, KY 40601-6168	CW2 Matthew Decker	502-555-1234
IL	W16DDS	W16DDS	USP&FO Activity IL ARNG, 1301 N. MacArthur Blvd., Springfield, IL 62702-2399	CW2 Padraic O'Shaughnessy	217-555-1234
IA	W54CJX	W54CJX	USPFO Activity IA ARNG, 7105 NW 70th Ave. Johnston, IA 50131-1824	SSG G. I. Joseph	515-555-1234
IA	W54CJX	W54CJX	USPFO Activity IA ARNG, 7105 NW 70th Ave. Johnston, IA 50131-1825	SSG G. I. Joseph	515-555-1234
NY	W16DDS	W16DDS	USP&FO-NY Warehouse, 1 Buffington Street, Watervliet, NY 12189.	SFC Dan Levitan	(518) 555-1234
IL	W16DDS	W16DDS	USP&FO Activity IL ARNG, 1301 N. MacArthur Blvd., Springfield, IL 62702-2399	CW2 Samuel Spade	217-555-1234
NY	W16DDS	W16DDS	USP&FO-NY Warehouse, 1 Buffington Street, Watervliet, NY 12189.	SFC Dan Levitan	(518) 555-1234
IA	W54CJX	W54CJX	USPFO Activity IA ARNG, 7105 NW 70th Ave. Warehouse 12, Johnston, IA 50131-1824	SSG G. I. Joseph	515-555-1234
IL	W16DDS	W16DDS	USP&FO Activity IL ARNG, 1301 N. MacArthur Blvd., Springfield, IL 62702-2399	CW2 Samuel Spade	217-555-1234
NY	W16DDS	W16DDS	USP&FO-NY Warehouse, 1 Buffington Street, Watervliet, NY 12189.	SFC Dan Levitan	(518) 555-1234

# How?

- How did you ship or deliver the goods?
  - Carrier name
  - Carrier tracking number
  - Date Shipped
  - Date delivery confirmed
- 
- If shipped via DCMA Transportation: TCN, Document Numbers.



# How Much?

Price. Money. The Good Stuff.

- Must. Match. Contract.
- Again, if the price changes, you **MUST** get a mod approved by the Contract Officer.
  - If you invoice for other than the amount listed in the contract, **YOUR INVOICE WILL BE REJECTED.**
- We're not just doing this for the fun of it. Get paid.

# How Much?

- Use the Checking Account Method!
- Contract Award includes a Line Item and Dollar Amount against which you may invoice.
- Track invoiced amounts as they happen.
- Show a descending amount left on the contract (checkbook balance)
- When you're out of money in this column, DFAS will stop paying you.
- Again, if things change, communicate with the contract officer, COR or specialist.
- Resolve payment issues promptly; any amounts in dispute won't be available for payment.

# Invoice Section Example

Core Invoice Amount	Core CLIN 0001AA Funds Remaining	<u>AWE Amount</u> <u>Approved - see note 2</u>	AWE Invoice Amount	AWE Delivery Order CLIN 0002AA Funds Remaining	Total Invoice Amount	Total Delivery Order CLIN funds remaining
<u>\$ 65,500.00</u>	\$ 982,500.00	\$ 9,000.00	\$ 9,000.00	\$ 134,414.40	\$ 74,500.00	\$ 1,116,914.40
\$ 65,500.00	\$ 917,000.00	\$6,366.46	\$5,910.23	\$ 128,504.17	\$ 71,410.23	\$ 1,045,504.17
\$ 65,500.00	\$ 851,500.00	\$5,782.74	\$5,326.51	\$ 123,177.66	\$ 70,826.51	\$ 974,677.66
\$ 65,500.00	\$ 786,000.00	\$6,186.99	\$5,730.76	\$ 117,446.90	\$ 71,230.76	\$ 903,446.90
\$ 65,500.00	\$ 720,500.00	\$5,782.74	\$5,326.51	\$ 112,120.39	\$ 70,826.51	\$ 832,620.39
\$ 65,500.00	\$ 655,000.00	\$6,343.78	\$5,887.55	\$ 106,232.84	\$ 71,387.55	\$ 761,232.84
\$ 65,500.00	\$ 589,500.00	\$6,719.42	\$6,263.19	\$ 99,969.65	\$ 71,763.19	\$ 689,469.65
\$ 65,500.00	\$ 524,000.00	\$7,670.85	\$7,214.62	\$ 92,755.03	\$ 72,714.62	\$ 616,755.03
\$ 65,500.00	\$ 458,500.00	\$7,639.65	\$7,183.42	\$ 85,571.61	\$ 72,683.42	\$ 544,071.61

# What did we skip? Why.

- Why. Why, oh why, oh why...
- Life is imperfect. Things will go wrong. Murphy rules.
- Excel spreadsheets don't lend themselves to narratives.
- You may need to explain delivery hiccups in the body of the email.
- Serious delivery issues: with Contract Office. Request Mods.
- Formal quality issues should be documented as your government inspector directs, i.e. a Quality Deficiency Report (QDR).
- Those who document (and are honest) receive the most mercy.

# Questions and Discussion

- *Suggestions*
  - *Issues and Opportunities*
    - *Problems and Solutions*
      - *Success Stories*

# Upcoming WPI Events

- *Small Business Government Contracting Series continues the first and third Tuesday of each month through June, 2015 – Milwaukee, WI*
- *Acquisition Hour (Weekly Webinar) through June, 2015*
- *Doing Business with the National Park Service – June 23, 2015 – Ashland, WI*
- *9<sup>th</sup> Annual Volk Field Small Business Conference – July 29 – 30, 2015 – Camp Douglas, WI*
- *Marketplace 2015 – October 29-30, 2015 – Milwaukee, WI*