

## ITEC4 Acquisition Portal

Aquilent provides a paperless, seamlessly integrated e-Business Portal solution for the Army's ITEC4 project to manage task orders, define requirements, track acquisitions, and provide comprehensive reporting capabilities.

### the objective\_

With a shrinking workforce and increasing requirements, ITEC4 required an e-Business Portal to manage task orders under three Indefinite Delivery Indefinite Quantity (IDIQ) Contracts: ITES-2S, ITES-2H, and ADMC-2. This portal needed to provide ITEC4 management and customers with ad-hoc reporting capabilities, and track acquisitions from point of Purchase Request (PR) entry through post-award contract administration.

### the solution\_

The Epic Portal supports the paperless acquisition of services, including requirements definition, task order closure, and management tracking and reporting. Because the Epic product was developed specifically to provide task order management and vendor portal functionality for federal acquisitions, it has multiple proven and dependable interfaces with existing DoD and government-wide systems such as EDA, FPDS-NG, and PD2/SPS. Additionally, the

Epic solution has a well-developed reporting capability with an emphasis on DoD-specific reporting and management reporting and workload management, as well as a detailed compliance process.

Aquilent deployed the ITEC4 E-Portal system using the Epic solution. ITEC4-specific controls were updated to reflect Army-specific tasks and processes, including:

- > Epic pilot portal acquisition management implementation.
- > Gap analysis and reports.
- > Training program.
- > Training evaluation and summary reports.
- > Customized pricing structure.
- > Enhanced line of accounting (LOA) functionality.
- > Commitment identification number (CIN).
- > SF-1449 (PDF).
- > FPDS-NG integration.

Because the Epic ITEC4 E-Portal is highly intuitive, with many functions and actions incorporated into wizard-like workflow processes, the learning curve for users is minimal. When users do have questions, the application provides detailed reference guides, help and answers to Frequently Asked Questions (FAQs), as well as access to a fully staffed help desk. The government-only portion of the system also incorporates a reference library area where operations concepts, exhibits, and examples are housed.

In addition to the end-user information available within the system, the Aquilent team provides end-user training classes for government contracting personnel and local/ user administrators. To measure ongoing improvements, we established the baseline units of measurement for metrics data gathering, analysis and reporting. This process helps us assess, calculate, and determine progress performance in terms of cost, schedule, and quality.

The ITEC4 Epic solution was designed specifically for the business processes of large DoD task order (TO) IDIQs. The solution supports DoD integration points, such as purchase request and commitment integration with DoD SPS (PD2), with over 90% of the vendors on ITES 2S already using the Epic solution. For ITEC4 this means:

- > Smooth transition for industry users.
- > No user adoption issues for the vendor community.
- > No training required to familiarize contractors.

The Epic Contract Administration and Management post-award tools are designed specifically for DoD to streamline and ensure high-quality contract performance, administration and management through direct support of the following functions:

- > Option for POP expiring notifications.
- > Easy paperless TO modification to exercise options and to incrementally fund.
- > TO performance evaluation tools, notification, and reporting.
- > Issue resolution desk to help manage contract performance.

#### HIGHLIGHTS

- > Efficiently manages task orders and defines requirements.
- > Tracks acquisitions and provides reporting tools.
- > Integrates with existing Army ERP solutions.
- > Establishes metrics for data gathering, analysis and reporting.
- > Smooth user and vendor adoption.

