



Acquisition Process Support Tool - AcquTrak[®]

Noblis is a pioneering leader in government acquisition support, offering comprehensive concept-to-contract services. For over 20 years, Noblis has been called upon to support a broad range of small and large acquisition projects across government. Customers of our acquisition support services and tools include GSA, IRS, SSA, FAA, DOD, FBI, and TSA.

Noblis offers **AcquTrak**, the leading electronic collaboration and process support tool. It ensures that a structured and complete assessment is performed on each proposal, while simplifying and accelerating the process. Specifically, **AcquTrak**:

- Facilitates evaluation team collaboration and productivity
- Enforces robust role-based security
- Documents critical evaluation information:
 - Strengths, weaknesses, risks, and comments
 - Clarifications and deficiencies
 - Ratings with rationale
 - Consensus-meeting results
- Provides a repository for all acquisition-related documents and material with full text search capability
- Significantly reduces the amount of generated paper
- Supports smooth transitions, from acquisition, to implementation, to operation by preserving the “corporate memory”
- Creates a complete audit trail, which significantly reduces the potential for a successful award protest.

Noblis offers a **Web-based AcquTrak service**, securely accessible from customers’ desktops. This service facilitates “virtual acquisition teams,” allowing evaluators to be geographically dispersed.

The **AcquTrak** works with all standard browsers and does not require any additional client hardware or specialized software. Noblis hosts the **AcquTrak** software at our secure facility and performs all administration, maintenance, and backup functions.

The benefits to acquisition teams are clear:

- Simple and rapid deployment
- Minimal implementation cost
- Flexibility for specific requirements
- Scalability for small to large acquisitions
- Section 508 compliance
- FISMA-compliant security

***AcquTrak is easily:
Customized so the acquisition team can focus on mission challenges
Used as secure web-based service, saving time and money***

Support to Entire Acquisition Process

AcquTrak assists the pre-solicitation team in developing and finalizing the request for proposals. Multiple versions for various sections can be developed and stored in a secure, collaborative environment, allowing comments and feedback to be readily shared by the appropriate team member. Once the draft version of the request for proposals is published and comments/questions are solicited, **AcquTrak** can be used to track the assignment of responsibility for handling responses. These responses can be stored and used for further reference during the evaluation phase.

During the proposal review or evaluation phase, **AcquTrak** allows evaluators to complete their individual assessments in a consistent, well organized way and continues to provide a secure environment for collaboration and consensus-building. It provides tailored forms for documenting clarification requests, deficiency notices, strengths, weaknesses, risks and ratings (accommodating multiple scoring procedures, including colors, adjectives, and numerical weights). **AcquTrak** also allows contracting officers, program managers and others to monitor the evaluation status in real time.

Throughout all phases of the procurement, **AcquTrak** allows users to search acquisition documents (such as the request for proposals, source selection plan or

offeror proposals) electronically and find key words, phrases or topics instantly.

AcquTrak requires minimal training. It was designed to be used by evaluators, not computer experts. As a result, one hour of training is usually enough for computer novices to learn the system. Users with little or no prior computer experience have successfully used **AcquTrak**.

Noblis' Role

In addition to setting up and customizing **AcquTrak**, Noblis' procurement support helps the government ensure successful acquisitions by:

- Advising during request for proposals formulation and writing
- Conducting source selection training
- Providing technical assessments and expert testimony
- Conducting past performance reviews
- Reviewing cost proposals
- Archiving results and providing audit trails.

To learn more about **AcquTrak** or to arrange for a demonstration, please contact Noblis at (703) 610-2690 or email acquisitions@noblis.org