Why you should care about Monthly Activity Reports

By Delbert Taylor

Why are our Clients required to submit Monthly Activity Reports (MARS)?

Our funding comes from Congress through the Defense Logistics Agency (DLA) and they require evidence that the money invested is producing results.

Our mission is to help Arkansas Small Businesses generate revenues to create or retain jobs. We need your report of contract/sales in order to provide statistical results to DLA. Without results they will question whether to continue funding our Center. Without our funding we cannot provide you with the bid opportunities, counseling, technical assistance, and other services that you rely upon.

You can submit your report online any time that is convenient, not just monthly. Some clients enter each contract/sale as it occurs throughout the month; others compile all their data and submit it on a certain date each month. Clients that fail to report their MARs could have their services suspended because we can't justify the results of providing services with no results. Clients that just fill in "No Sales to Report" are questioned to determine whether it is true that they are not making any sales. You can’t stay in business for long without income, and we need to know if our services are helping you in any way so we can correct deficiencies. Some clients don’t realize they are to report all sales that in any way resulted from our assistance. However, if we’ve never taught you anything about government contracting that helped you become capable of making the sale, you don’t have to report it.

If you sell to a company that in turn sells to a government agency, this is reportable as a subcontract.

If you sell to a school district, economic development district, public utility, hospital, or any local operation that is supported by public tax money, this is reportable. You can also report your commercial sales. When in doubt, report it, and use the text box on the data entry screen to express your doubts. We actually read these reports.

We post the statistical summaries on our Web site, where you can see how your data contributes to the results we report to the University of Arkansas and to DLA quarterly.

How do I submit my activity report?

On your "Daily Bids" site, in the menu across the top of the red banner, you will find a tab called "Awards". When activated it provides a dropdown screen of the awards you previously submitted. Those that have never submitted any awards will show a blank page. You will also see a “Report Awards” dropdown block. When activated it will show two blocks, and you can select one of two, "Report Award" or "No Awards to Report." Make sure the date is filled in (format is yyyy-mm-dd), especially if you are reporting retroactively for a previous month. Fill in the other fields, and select the appropriate choices from the pull-down menu (pick-lists) for the type of agency and for Prime Contract or Subcontract. When you push the "Submit" button, it will automatically imprint a certification statement that this is true and valid information. Within a few days, your new report will be added to the list. You should report every sale separately unless you have a high volume of orders from the same customer, such as credit card sales, you can batch these at the end of
the month, submit one report and identify in the text block the number of sales batched. The word "Award" means any purchase order, contract, subcontract, credit card sale, cash sale, or other business transaction. It includes delivery orders or task orders under IDIQ contracts as well as blanket orders or Schedules. Some clients would prefer to submit their reports on paper, by fax, or email as attachments. We will accept these but would prefer to teach you how to enter electronically. We are all in this together to improve the economy for the state of Arkansas. Help us help you.

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