

Date: Sep 05, 2014

From: Associate Deputy Assistant Secretary for Procurement Policy, Systems and Oversight (003A2)

Subj: VA PROCUREMENT POLICY MEMORANDUM (PPM), (2012-04) - Unique Procurement Instrument Identifier (PIID) REVISED – This PPM supersedes VA PPM (2012-04) dated August 29, 2012.

To: Distribution

1. **PURPOSE.** This Procurement Policy Memorandum (PPM) revises information contained within the Unique Procurement Instrument Identifier (PIID) PPM issued on August 29, 2012, to provide a numbering convention code for Express Reports. Additionally, Basic PIID Numbers paragraphs (b)(2) and (b)(3) are revised to change VA PIID “VS797” to “V797”.

2. **BACKGROUND.** FAR 4.605 requires agencies to have a process in place that ensures each PIID reported to the Federal Procurement Data System (FPDS) is distinctive and remains so for at least 20 years from the date of contract award. Departmental compliance with this regulatory requirement was achieved with the issuance of the VA PPM 2012-04, Unique Procurement Instrument Identifier (PIID.

FAR 4.606(a)(3) provides authorization to use FPDS Express Reporting capabilities for consolidated multiple actions when it be would burdensome to report each action individually. If used, Express Reporting would be done on a recurring monthly basis. The Department’s Electronic Contract Management System (eCMS) has been utilized for Express Reports since FY 2011. The numbering convention established by the VA PPM 2012-04, dated August 29, 2012 did not identify a reporting code for Express Reporting actions.

3. **EFFECTIVE DATE.** Immediately.

4. **APPLICABILITY.** This guidance applies to all solicitations, contracts, agreements, and related instruments generated within VA’s Electronic Contract Management System (eCMS). No other characters shall be used as a part of the PIID other than as prescribed in this PPM. If additional identification is needed for internal reasons, it shall be placed on the procurement instrument in such a location as to separate it from the PIID. The PIIDs will be automatically generated in eCMS during the procurement process. This numbering convention applies to all Contracting Officer (CO) initiated actions above the micro purchase threshold and should be entered in VA’s Electronic Contract Management System (eCMS).

Basic PIID Numbers. The characters shall be positioned as follows:

(a) Elements of PIID numbers. The basic elements of the PIID shall consist of 12 or 13 alphanumeric characters as described in the paragraphs below. The PIID does not contain spaces or hyphens. The characters shall be positioned as follows:

(1) Positions one and two. A two character code which identifies the procuring agency. Exception - For Federal Supply Schedules (FSS) contracts awarded by the VA this code must always be "V" which identifies FSS contracts awarded by the National Acquisition Center (NAC).

(2) Positions three through six. A three or four character numeric or alphanumeric code which identifies the organizational element (e.g., Site ID). When the PIID organizational element consists of three characters the remaining positions will decrease by one.

(3) Positions seven and eight. The seventh and eight positions are the last two digits of the fiscal year in which the procurement instrument is issued or awarded. This is the date the action is signed, not the effective date, if the effective date is different.

(4) Position nine. This position indicates the type of instrument by entering one of the uppercase letters in Table A (Attachment 1) in position nine.

(5) Positions 10 through 13. Four character numeric or alpha-numeric serial number. If the highest number is exceeded after 9999, eCMS will use an alphanumeric serial (e.g., A001, A002). Enter the serial number of the instrument in these positions. Contracting activities shall assign such series of PIID numbers sequentially. An HCA may reserve blocks of numbers or alpha-numeric numbers for use by its various components.

(b) Illustration of PIID number. A PIID will be generated in eCMS (excluding hyphen(s)) for each new type of procurement instrument as illustrated below:

(1) An example of a VA PIID is illustrated in the Table B below. The sample PIID VA49A312B0001 identifies an invitation for bid issued by the Department of Veterans Affairs, VA Center for Acquisition Innovation, Washington, D.C. in fiscal year 2012.

Table B		
Position	Identification	Code
1-2	Agency	VA
3-6	Organizational Identifier	49A3
7-8	Fiscal Year	12
9	Type of Procurement Instrument	B
10-13	4 Position Serial Number	0001

2) Example of a VA FSS PIID. The sample PIID V797D-20001 identifies an FSS contract issued by the Department of Veterans Affairs, National Acquisition Center in fiscal year 2012.

Table C		
Position	Identification	Code
1	Agency	V
2-4	Organizational Identifier	797
5	Type of Procurement Instrument	D
6	Always a dash	-
7-11	5 Position numeric Serial Number with first digit always being the Fiscal Year	20001

(3) Example of a VA FSS Letter Contract Interim Agreement PIID. The sample VA PIID V797D-2000E identifies a Letter Contract Interim Agreement issued by the Department of Veterans Affairs, National Acquisition Center in fiscal year 2012.

Table D		
Position	Identification	Code
1	Agency	V
2-4	Organizational Identifier	797
5	Type of procurement Instrument	D
6	Always a dash	-
7-11	5 Position alphanumeric Serial Number with first digit always being the Fiscal Year and the last character being an E	2000E

Supplementary PIID numbers.

(a) Supplementary PIID Numbers. Supplementary elements shall be used in conjunction with the basic elements of the PIID, to identify:

(1) Amendments to Solicitations. Amendments shall be assigned a six position alphanumeric serial number in eCMS. The first position will always be the letter "A" and the last five positions will always be numeric and numbered sequentially beginning with 00001. (e.g., A00001).

(2) Modifications to Contracts, Agreements, and Orders. Modifications to contracts, agreements, and orders shall be assigned a six position alphanumeric serial number in eCMS. The first position will always be "P" and the five last positions will always be numeric and numbered sequentially beginning with 00001. (e.g. P00001).

(3) Calls or orders under contracts, basic ordering agreements, or blanket purchase agreements issued by the contracting office or by a VA activity other than the contracting office, including VA orders against GSA and VA FSS contracts. See paragraph (b)(1) and (2) this section.

(b) Task or Delivery orders under indefinite delivery contracts, orders under basic ordering agreements, and calls under blanket purchase agreements.

(1) Calls or orders issued by the office issuing the contract or agreement. Use a four position alpha-numeric call or order serial number added to the basic PIID number. These shall be identified by using serial numbers beginning 0001 through 9999. When the numeric identifiers are depleted, use alpha characters in the third and fourth positions. The use of alpha characters in the first and second positions is prohibited.

(2) Orders placed against another activity's contract or agreement.

(i) When the office placing the order or call is different from the office identified in the basic PIID number, assign a serial number to the order or call. The first and second positions contain the call/order code assigned to the ordering office by the head of the contracting activity (HCA). Do not use the letters A or P in the first position. The third and fourth positions are a two position serial number assigned by the ordering office. The series will begin with 01. When the numbers exceed 99, the office will assign a uniform series of identifiers containing alpha and/or numeric characters, e.g., Basic #: VA79712D001serial #: TU01.

(ii) When an office is places calls against non-VA blanket purchase agreements or orders under non-VA issued contracts (including GSA and VA Federal Supply Schedules, Government wide acquisition contracts, and multi-agency contracts),

or basic ordering agreements, the office shall identify the instrument with a 12 or 13 position supplementary PIID number using an F in the 9th position. Do not use the same supplementary PIID number with an F in the 9th position on more than one order.

NAC FSS PIID and Letter Contract Interim Agreements Numbers. The elements of a NAC FSS PIID shall consist of 10 alphanumeric characters as described in the paragraphs below. The characters shall be positioned as follows:

(1) Position one. A one character code which identifies the procuring agency. This code must always be "V" which identifies the Department of Veterans Affairs.

(2) Positions two through four. A three character numeric code which identifies the organizational element (e.g., Site ID).

(3) Position five. A one character alphabetic code which identifies the type of procurement instrument as a NAC FSS contract. The position will always be "D."

(4) Position six. A one character numeric code which is the last digit of the fiscal year in which the PIID is assigned to the procurement instrument.

(5) Positions 7 through 10. Four character numeric serial number. The serial numbers for odd years will be 0001-4999 and even years 5000-9999. (i.e. fiscal years 2012-2019 the number will be serial numbers 0001-4999 and fiscal year 2020-2029 will be serial numbers 5000-9999).

(6) Letter Contract Interim Agreements for compliance with Section 603 of Public Law 102-585, Veterans Healthcare Act of 1992 will contain the elements as described in paragraphs 1 through 5 above with the exception of position 10 which will always be a one character alphabetic code.

5. **POINT OF CONTACT.** Please direct questions regarding this memorandum to the Office of Acquisition and Logistics, Office of Procurement Policy and Warrant Management Service, at (202) 632-5288 or email VA.Procurement.Policy@va.gov.

/s/

C. Ford Heard III

Attachment

Distribution:

Under Secretaries for Health, Benefits, and Memorial Affairs; Chief Facilities Management Officer, Office of Facilities Management; Head Contracting Activities, Directors, VHA Service Area Offices; Directors and Directors of Contracting, Veterans Integrated Service Networks; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers and Regional Offices; Directors, Denver Acquisition and Logistics Center, Corporate Franchise Datacenter, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center, National Cemetery Administration.

**Table A: Coding for Types of Procurement Instruments
Basic PIID Numbers (Position Nine)**

Letter	Purpose
A	Agreement: Use for a basic agreement, basic ordering agreement (BOA), or blanket purchase agreement (BPA) as defined in FAR 13.3, FAR 16.7, and Federal Supply Schedules (FSS). Use for Consignment Agreements as defined in VAAM Part M816.70.
B	Invitation for bids: Use for invitation for bids as defined in FAR Subpart 14.2, including those combined with FAR Part, Acquisition of Commercial Items.
C	Contracts of all types except indefinite delivery contracts (see FAR 16.5).
D	Indefinite delivery type contracts (including Federal Supply Schedule, Government-wide acquisition contracts, and multiple-agency contracts):
E	FPDS Express Reporting (consolidated multiple action reports) may be used for a vendor when it would be overly burdensome to report each action individually.
F	Task or delivery orders or basic purchase agreement calls against indefinite-delivery contracts (including Federal Supply Schedules, Government-wide acquisition contracts, and multi-agency contracts), blanket purchase agreements, or basic ordering agreements. See "J" below for orders issued under procurement instruments designated for internal VA use only.
G	Basic ordering agreements.
H	Agreements, including basic agreements and loan agreements. Use for cooperative agreements when a PIID formatted number is assigned, but excluding blanket purchase agreements, basic ordering agreements, and leases. Do not use this code for contracts or agreements with provisions for orders or calls.
I	In accordance with FAR 4.1602-3 do not use this letter.
J	Delivery or Task Orders (Internal): Use when placing orders under internal VA Indefinite delivery vehicles (IDV) to include VA FSS contracts; BPA against VA FSS contracts; or BOAs, including regional, VISN-wide, or station-level contracts
K	Grants: Reserved for grants when a PIID-formatted number is assigned.
L	Lease Agreements: Use for leasing real property, supplies, or equipment to include enhanced-use leases, out leases, etc., except those under the authority of 38 USC 8153, or those captured in Memorandums of Understanding (MOU), Memorandums of Agreements (MOA), and VA/DOD interagency agreements.
M	MOU/MOA: Use for all MOUs and MOAs and Interagency Agreements.
N	Request for information
O	In accordance with FAR 4.1602- (3)(4) do not use this letter
P	Purchase Orders: Use for purchase orders described in FAR 13.
Q	Use for Request for Quote, Request for Information or Sources Sought when placing an announcement in FedBizOpps for informational purposes (assign "U" if numbering capacity of "Q" is exhausted during fiscal year). Use when the procedures in FAR Part 13 are followed, including those combined with FAR Part 12.
R	Request for Proposal: Use when the procedures under FAR Part 15 are followed, including those combined with FAR Part 12.

S	Sales Contracts: Use for sale of commodities or services, to include excess and sale of space under 38 USC 8153.
T	Rehabilitation, and Education Services: Reserved for use by Veterans Benefits Administration contracting activities.
U	See "Q", request for quotation.
V	See "P" purchase orders
W	Reserved by FAR for future federal Government-wide use
X	Reserved by FAR for future federal Government-wide
Y	Imprest fund use
Z	Reserved by FAR for future federal Government-wide use