

August 29, 2001

MEMORANDUM FOR ALL CONTRACTING OFFICERS, NEGOTIATORS AND EXECUTIVE OFFICERS

TO: Distribution List FAC

FROM: Mark S. Ward, Director

SUBJECT: Clarification on Acquisition & Assistance(A&A)  
Automation Systems

**CONTRACT INFORMATION BULLETIN No. 01-16**

1. This CIB clarifies the policy regarding procurement automation and the use of official automated systems. When preparing or reporting on official A&A actions, all contracting activities shall use only the automated systems on the following list to electronically prepare and transact Agency procurements.

The reasons for mandatory use of these systems are STANDARDIZATION and CONSISTENCY in document preparation, execution and reporting. The systems together will provide us the capability to electronically report federal procurement data in a format consistent with federal standards, as well as comply with federal requirements for information dissemination of proposed contract actions and awards. If these automated systems are not used, then Agency procurement data cannot be accurately collected and reported.

2. A discussion of the official automated procurement systems are provided separately based on Washington Users, and Mission Users as follows:

**WASHINGTON USERS**

**New Management System (NMS) Acquisition and Assistance(A&A) Module**

NMS A&A is the Acquisition and Assistance system in use in USAID/W. It is used to create requests for acquisition, assistance and interagency agreement awards and modifications, generate various documents required during the procurement process, record awards, and record receipt and acceptance of deliverables. Using NMS A&A, Bureaus generate their requests and forward them to the Office of Procurement and other obligating officials in order to create awards. As the NMS A&A system has now been interfaced with the new accounting system, Phoenix, the Requesting Office may attach funds committed in Phoenix to their NMS A&A requests, and the obligating officials may obligate those funds while working solely through NMS A&A.

## MISSION USERS

### **Mission Procurement Information Capture System (MPICS)**

MPICS is used by the missions to enter their past (post-FY 96) and current acquisition and assistance data into a database in order to meet reporting requirements. It is used in the missions in lieu of the NMS A&A system, and achieves only the reporting aspects of NMS A&A for all actions exceeding \$25,000. When ProDoc (the new automated contract writing system - see discussion below) is implemented in the missions, MPICS will no longer be used, since ProDoc includes a reporting capability. Please note that ProDoc will be used for all actions, regardless of dollar value.

The ProDoc system has been implemented in Washington and is being phased in regionally for the field. After the regional training for installation and use, Mission representatives will return to their respective posts to install ProDoc and train A&A staff on its use.

**All Missions that currently use MPICS to report their data to Washington should continue doing so through September 2001. All FY 2001 actions should be entered into MPICS; the final transmission for FY2001 records will be October 10, 2001. The official start date for transmission of ProDoc actions is October 1, 2001. All FY 2002 actions must be entered into ProDoc. You may begin to transmit those actions beginning on October 25, 2001 and the 25<sup>th</sup> of each month thereafter.**

Because all information will be captured in ProDoc (starting in FY 2002) during award processing, Missions will no longer need to send the SF281 Summary Report for actions \$25,000 and under to Washington. The Washington database will receive that information monthly when you transmit all of your procurement actions. The SF281 and the SF279 will be compiled, combined with USAID/W actions and reported to the Federal Procurement Data Center (FPDC) from the Washington database in a single report.

## WASHINGTON AND MISSIONS

### **a. ProDoc Contract Writing System**

ProDoc is the new document writing system within the Automated Acquisition Management System (AAMS) which will be updated monthly so that contracting activities have the most current and up-to-date clauses, provisions and regulations. It replaced the DGS contract writing system, and is used to create solicitation and award documents, Commerce Business Daily synopses (soon to be replaced by FedBizOpps), FAR/USAID forms and the Federal Procurement Data System (FPDS) reporting form, as well as grants/cooperative agreements and their modification forms. ProDoc will also generate template letters such as Cognizant Technical Officer designations, Justifications for Other than Full and Open Competition, and administrative approval letters. The AAMS also includes a regulatory search tool called RegSearch, which allows procurement staff to search procurement regulations (FAR, AIDAR, CIBs, 22 CFR Parts 208, 211, 226, 228, etc.) without leaving the document being prepared.

ProDoc is currently a stand-alone application in USAID/W, but will be interfaced with NMS A&A in the near future. Missions may remove DGS from their servers once ProDoc is installed.

Federal Procurement Data Center (FPDC) reports: ProDoc requires that you complete the SF 281 and the SF 279 when processing each action. The SF281 and the SF 279 are the statutory procurement reports that are transmitted to the Federal Procurement Data Center (FPDC) quarterly. In order for a Contracting Officer to approve and sign an action, a system validation must occur insuring that you have completed the Federal Procurement Data Center (FPDC) requirements. Upon completion of each action the user must receive the message "ICAR OK" for final approval. Only those actions deemed "ICAR OK" will be transmitted/reported.

Please forward all requests for assistance to the ProDoc Support Group at: ProDoc Support@USAID.gov.

**b. NIH Past Performance System**

The National Institute of Health (NIH) Past Performance System is a web-based system that is shared by various agencies for reporting and tracking vendor performance. This is the mandatory system for entering/creating Contractor Performance Reports (CPRs). CPRs are required annually on ALL contracts whose cumulative value is in excess of \$100,000. (Currently, there is no equivalent reporting requirement or database for assistance.) Specific guidance for access and use of the NIH system is available at Contract Information Bulletin (CIB) 99-4 and its Supplement.

3. Additional information regarding reporting requirements and applicable to all users is also provided:

**a. Award Numbers**

The award number sequence will remain the same as the NMS A&A system generated number (ex. 263-C-00-01-00001-00). Please refer to CIB 95-24 "Uniform Numbering System for USAID-Direct Procurement Documents" and USAID General Notice dated 10/30/1996, "Subject: CIMS Data Migration."

**b. SIC Codes vs. NAICS Codes**

As of October 1, 2000, the Standard Industrialization Classification (SIC) codes became obsolete and can no longer be used. The SIC codes have been replaced with the North American Industry Classification System (NAICS) Codes. There is a link from ProDoc to the Webpage that lists all of those codes. For expedience, the 44 most frequently used codes are listed as an attachment to this CIB. Please note, MPICS users will continue to use the SIC codes contained at <http://fpds.gsa.gov/fpds/agency.htm>. The SIC codes will be converted once received in Washington for reporting purposes.

**c. DUNS Numbers**

In accordance with FAR Part 4.602(d) and Far Part 4.603(a), DUNS Numbers are required for all acquisition in Washington and overseas. The DUNS Number is the unique identifier that is used to retain information on all companies and people that have awards with the U.S. Government. All vendors doing business with the Agency must have a DUNS Number; this includes foreign businesses that have contracts with the federal government (USAID). DUNS are not required for Personal Services Contractors (PSCs). To comply with the above, Contracting Officers are required to include FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (6/99) in all contract solicitations (with the exception of those for PSCs).

DUNS numbers can be obtained directly from Dun and Bradstreet at no cost to the organization applying. Please refer to CIB 00-06 "Use of the Dun and Bradstreet Data Universal Numbering System (DUNS)".

4. If there are any questions concerning this CIB, please contact Ms. Judy Britt, Contract Information Management Systems, (202) 712-0397 or [jbritt@usaid.gov](mailto:jbritt@usaid.gov).

**ATTACHMENTS:**

MOST FREQUENTLY USED NAICS CODES

## ATTACHMENT

### MOST FREQUENTLY USED NAICS CODES

<u>DESCRIPTION</u>	<u>NAIC</u>
1. Administrative management & general management consulting service	541611
2. All other business support services	561499
3. All other information services	514199
4. All other personal services	812990
5. All other professional & technical services	541990
6. All other support services	561990
7. All other travel arrangement & reservation services	561599
8. Architectural services	541310
9. Commodity contracts dealing	523130
10. Computer & office machine repair & maintenance	811212
11. Computer management facilities	541513
12. Computer systems design services	541512
13. Computer training	611420
14. Couriers	492110
15. Custom computer programming services	541511
16. Data processing services	514210
17. Document preparation services	561410
18. Educational support services	611710
19. Emergency & other relief services	624230
20. Engineering services	541330
21. Environmental consulting services	541620
22. Facilities support services	561210
23. Fitness & recreational sports centers	713940
24. Foodservice contractors	722310
25. Freight transportation arrangement	488510
26. General warehousing & storage	493110
27. Graphic design services	541430
28. Highway & street construction	234110
29. Janitorial services	561720
30. Language schools	611630
31. Motor vehicle supplies & new parts whsle	421120
32. Multifamily housing construction	233220
33. New car dealers	441110
34. Office administrative services	561110
35. On-line information services	541519
37. Other management consulting services	541618
38. Other scientific & technical consulting services	541690
39. Other telecommunications	513390
40. Remediation services	562910
41. Satellite telecommunications	513340
42. Security guards & patrol services	233210
44. Temporary help services	561230