

**TITLE: CIB 95-24 - Uniform Numbering System for USAID-Direct  
procurement documents**

October 30, 1995

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/M, Michael D. Sherwin, Procurement Executive

SUBJECT: Uniform Numbering System for USAID-Direct Procurement  
Documents

**CONTRACT INFORMATION BULLETIN 95-24**

This Contract Information Bulletin (CIB) supersedes and cancels CIB 92-21. It is being issued to change some of the contract codes and reflect new administrative designations, as well as provide interim guidance, pending implementation of the New Management Systems (NMS). As used herein the term "Mission" means all USAID overseas procuring activities. All applicable USAID/W offices and Missions must use this numbering system to ensure consistency throughout the Agency in identifying award documents.

The following pages provide guidance on the numbering system.

**A. SOLICITATION DOCUMENTS**

The following is used to number solicitation documents such as Request for Applications (RFA), Request for Proposals (RFP), and Invitation for Bids (IFB). The Acquisition and Assistance (A&A) system will electronically assign a solicitation number for each action, once the New Management Systems (NMS) becomes operational. This numbering system does not include Request for Quotes (RFQ) issued for Small Purchases, which will have a system assigned number per request. Until such time, each issuing office shall be responsible for maintaining a register to record the required information.

The components of the solicitation number are as follows:

XXXXXXXX-XX-XXX  
1 2 3

1 = The office, division, and/or branch code for the USAID/W and Mission issued solicitations (no specific fixed limit to the number of digits)

2 = the last two digits of the fiscal year (i.e., 96 for FY 96)

3 = the sequential number for each solicitation record created for that issuing office (i.e., 001, 002)

**B. USAID DIRECT PROCUREMENT DOCUMENTS**

The following is used to number USAID direct contract, grant, cooperative agreement, purchase order and interagency agreement award documents. As the agency is no longer dealing with projects, the four digit numeric qualifier in the current award numbers goes away. Award numbers will be structured as follows:

XXX - X - XX - XX - XXXX - XX  
1 2 3 4 5 6

1 = the cognizant Contracting Officer's three digit country code or AID/W branch

2 = Procurement Instrument

3 = the two digit delivery order number

4 = the two digit fiscal year (i.e., 95, 96)

5 = the five digit sequential award number (i.e., 00001, 00002, 00003, etc.)

6 = the two digit modification number

A detailed explanation is provided below.

**1. COUNTRY OR USAID/W PROCUREMENT OFFICE CODE (AWARD PREFIX)**

**A. Overseas Procuring Activities**

For overseas procuring activities, the three digit award prefix will represent the Mission office or Regional office responsible for the preparation and award of the procurement document. The USAID country codes are listed in the USAID Geographic Code book found in Handbook 18.

**B. USAID/W Procuring Activities**

For USAID/W procuring activities, the three digit award prefix will represent the office responsible for backstopping the cognizant technical office for the procurement document. When a branch awards a contract on behalf of another branch, usually because of fiscal year end workload, the prefix for the branch responsible for administration of the award document should be used. The alphabetic codes in use are:

**Office of Procurement (M/OP)**

M/OP/SPU = SPU

**Contracts Division A (M/OP/A)**

M/OP/A/HRN = HRN

M/OP/A/P = CCP

M/OP/A/FAO = FAO

M/OP/A/AOT = AOT

**Contracts Division B (M/OP/B)**

M/OP/B/LA = LAG

M/OP/B/PCE = PCE

M/OP/B/AEP = AEP

M/OP/B/HNE = HNE

**Contracts Division ENI (M/OP/ENI)**

M/OP/ENI/DHR = DHR

M/OP/ENI/EPE = EPE

**Other USAID/W Offices**

BHR/ASHA = HSH

BHR/OFDA = FDA

G/HCD = OIT

M/AS = MAS

IG/RM = OIG

TDP = TDA

## **2. PROCUREMENT INSTRUMENT**

The applicable procurement instrument will be included as part of the award number.

A = Cooperative Agreement  
B = Basic Ordering Agreement  
C = Contract (other than BOA DQC, IQC, PO, RC, and PSC)  
D = Definite Quantity Contract (DQC) See FAR 16.502  
E = Blanket Purchase Agreement (BPA)  
G = Grant  
I = Indefinite Quantity contract (IQC) See FAR 16.504  
M = GSA Schedule Order  
N = Other Federal Schedule Order  
O = Purchase Order  
P = Participating Agency Service Agreement (PASA)  
Q = Requirements Contract (RC) See FAR 16.503  
R = Resources Support Services Agreement (RSSA)  
S = Personal Services Contract (PSC)

## **3. ORDER NUMBER**

This is where the sequential delivery order numbers for IQCs, DQCs, RCs or task orders will be assigned. The delivery order will be calculated by A&A at the time of award. Until further notice is given, procuring offices shall contact Srini Vasam, M/OP/PS/SUP, for requests for all delivery order numbers. This includes delivery orders to IQC awards, as well.

## **4. FISCAL YEAR**

The last two digits of the fiscal year in which an award is effective shall be entered (i.e., 96 for FY 96).

## **5. SEQUENTIAL AWARD NUMBER**

The system generated, five digit sequential award number, relative to each procuring office (i.e., 00001, 00002).

## **6. MODIFICATION NUMBER**

The system generated, two digit modification number, commencing with "00" for the original award and "01" through "99" for modifications issued thereunder.

## **C. GUIDANCE FOR THE TRANSITION PERIOD**

Until the Acquisition and Assistance (A&A) system becomes operational, new award numbers will be structured and entered into CIMs as they are today. In the event that the requesting document (i.e., PIO/T, PIO/C, etc.) references a project number, the CO/Negotiator shall enter the four digit number into the field in the CIMs award number. If there is not a project number identified, the CO/Negotiator shall enter "1996" in the four digit project field. Modifications and delivery orders to existing awards will be entered into CIMs in the same manner as in the past.

The revised procurement numbering system shall become effective upon implementation of the NMS.

To: OverseasCOList@OP.OD@AIDW,OP Distribution@OP.PS@AIDW  
Cc:  
Bcc:  
From: Angela McNerney@OP.OD@AIDW  
Subject: CIB 95-24 Clarification  
Date: Wednesday, November 8, 1995 12:55:37 EST  
Attach:  
Certify: N  
Forwarded by:

-----  
-----

I have received several questions regarding the implementation of the revised award numbering sequence that is discussed in CIB 95-24, which was issued on October 30, 1995.

The revised numbering sequence should NOT, repeat NOT, be implemented until the NMS is operational in the implementation environment. This has NOT, repeat NOT, occurred. Not in Washington, nor in the field.

We mistakingly "Cancelled" CIB 92-21.

Everyone should continue to use the award numbering sequence discussed in CIB 92-21 until you receive notice that the NMS is fully operational.

We must continue to collect data in CIMS until the NMS is up and running with "real" data that can be reported. CIMS cannot accommodate the revised award number sequence.

So, business as usual until you receive further notice.

Sorry for the confusion.

Regards,

Angela