

Date: August 29, 2012

From: Deputy Assistant Secretary for Acquisition and Logistics (003A)

Subj: VA PROCUREMENT POLICY MEMORANDUM – Unique Procurement Instrument Identifier (PIID) (VAIQ 7128391)

To: See Distribution

1. **Purpose.** This Procurement Policy Memorandum (PPM) prescribe policies and procedures for assigning numbers to all Department of Veterans Affairs (VA) solicitations, contracts, agreements and related instruments in accordance with Federal Acquisition Regulation (FAR) 4.605. This PPM rescinds and replaces Information Letter IL 001AL-11-03, dated September 30, 2011, and adds a new National Acquisition Center (NAC) Federal Supply Schedule (FSS) Unique Procurement Instrument Identifier (PIID) and NAC FSS Letter Contract Interim Agreement PIID.

2. **Background.** FAR 4.605 requires agencies to have a process in place to ensure that each PIID reported to the Federal Procurement Data System (FPDS) is unique government-wide, and will remain so for at least 20 years from the date of contract award. The unique PIID number controls, tracks, and identifies each procurement action from receipt of the procurement request through award and closeout of the procurement instrument.

3. **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.

The generated number shall be retained for the life of the instrument to which it is assigned. Use of the automated functionality of eCMS will ensure each PIID generated during the procurement process and reported to the FPDS is standardized. If a specific document cannot be generated within eCMS, the contracting officer should affix the eCMS-generated PIID onto the document before uploading it.

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a. **Basic PIID Numbers**. The basic elements of the PIID shall consist of 12 or 13 alphanumeric characters as described in the paragraphs below. The characters shall be positioned as follows:

(1) Positions one and two. A two character code which identifies the procuring agency. This code must always be "VA" which identifies the Department.

(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. A two character numeric code which is the last two digits of the fiscal year in which the PIID is assigned to the procurement instrument.

(4) Position nine. A one character alphabetic code which identifies the type of procurement instrument (e.g., agreement, sealed bidding, contracts). (See attachment).

(5) Positions 10 through 13. Four character numeric or alphanumeric serial number. If the highest number is exceeded after 9999, eCMS will use an alphanumeric serial (e.g., A001, A002).

b. **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.

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(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.

c. **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)

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

a. An example of a PIID is illustrated in the table below. The sample PIID **VA49A3-12-B-0001** identifies an invitation for bid issued by the Department of Veterans Affairs, VA Center for Acquisition Innovation, Washington, DC in fiscal year 2011.

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

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b. Examples of a NAC FSS PIID and NAC FSS Letter Contract Interim Agreement number are illustrated in the tables below.

(1) The sample NAC FSS PIID **V797D-20001** identifies an FSS contract issued by the Department of Veterans Affairs, National Acquisition Center in fiscal year 2012.

Position	Identification	Code
1	Agency	V
2-4	Organizational Identifier	797
5	Type of Procurement Instrument	D
6	Fiscal Year	2
7-10	4 Position Serial Number	0001

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

Position	Identification	Code
1	Agency	V
2-4	Organizational Identifier	797
5	Type of Procurement Instrument	D
6	Fiscal Year	2
7-10	4 Position Serial Number	000E

5. **Point of Contact.** Please direct questions regarding this memorandum to the Office of Acquisition and Logistics' Procurement Policy and Warrant Management Service, at (202) 461-6918, or via e-mail at: VA.Procurement.Policy@va.gov.

/s/Jan R. Frye
Deputy Assistant Secretary
for Acquisition and Logistics

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 Subpart 13.3, FAR Subpart 16.7, and Federal Supply Schedules (FSS).
B	Sealed Bidding: Use for invitation for bids as defined in FAR Subpart 14.2, including those combined with FAR Part 12.
C	Contracts: Use for all contracts (including letter contracts). EXCEPTION – Do not use this code for indefinite-delivery/indefinite-quantity (IDIQ) contracts as defined by FAR Part 16. Also, use for contracts to acquire appraisals, surveys, title, closing, and other work related to leasing or acquiring real estate rights.
D	Delivery or Task Order Contracts: Use for IDIQ and requirements contracts as defined in FAR Subpart 16.5.
F	Delivery or Task Orders (External): Use when placing orders against FSS, BOAs, BPAs (except those issued by VA against a FSS contract), or government-wide acquisition contracts external to VA.
G	Grants: Reserved for grants when a PIID-formatted number is assigned.
H	Cooperative Agreements: Reserved for cooperative agreements when a PIID-formatted number is assigned.
I	Request for Information: Use when placing an announcement in FedBizOpps for informational purposes.
J	Delivery or Task Orders (Internal): Use when placing orders against internal VA Delivery or Task Order contracts; BPA against VA FSS contract; or BOAs, including regional, VISN-wide, or station-level contracts.
L	Lease Agreements: Use for leasing real property, supplies, or equipment to include enhanced-use leases, outleases, 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.
N	Intra-agency Agreements: Use when placing an order with another VA organizational unit for supplies or services that the servicing office may be in a position to supply, render, or obtain by contract.
P	Purchase Orders: Use for purchase orders described in FAR Part 13.
Q	Request for Quote: 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.
V	Vocational, Rehabilitation, and Education Services: Reserved for use by Veterans Benefits Administration.
X	Interagency Agreements: Use when placing an order with any other government agency for supplies or services that the servicing agency may be in a position or equipped to supply, render, or obtain by contract.