



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Management Services
Division

**Contracting Policy No. 4.602(e)
Procurement Instrument Identifier (PIID)**

Purpose: This Contracting Policy provides guidance on the assignment of Procurement Instrument Identifiers (PIIDs) to U.S. Office of Personnel Management (OPM) contractual actions.

Effective Date: Immediately

Expiration Date: None (may only be cancelled or superseded.)

Background:

Paragraph 4.601 of the Federal Acquisition Regulation (FAR) requires executive agencies to establish and maintain for a period of 5 years a computer file, by fiscal year, containing various types of information on most contractual actions. The computer file in question must be accessible to the public using the Federal Procurement Data System—Next Generation (FPDS-NG). In other words, we must input to FPDS-NG most of the contractual actions that we issue. (Please refer to Contracting Policy No. 4.602(a) for guidance on input to FPDS-NG.)

Paragraph 4.602(e) of the Federal Acquisition Regulation (FAR) requires that each FPDS-reporting agency “assign a unique identifier to every contract, purchase order, BOA, Basic Agreement, and BPA,” and provides the following guidance as to the structure of this unique procurement instrument identifier (PIID):

- The PIID shall consist of alpha characters in the first positions to indicate the agency, followed by alphanumeric characters identifying bureau, offices, or other administrative subdivisions. The last portion of the PIID shall be numbered sequentially. The PIID may include other elements, as appropriate, such as fiscal year.
- Delivery orders, task orders, and call numbers must be unique in combination with the basic reference contract vehicle identifier.
- When the basic reference contract is available for multi-agency use (GWAC, Federal Supply Schedule contract, etc.), an ordering agency shall use the same agency identification prefix for its delivery orders, task orders, and call numbers as it uses for its contractual instruments.

Although the current OPM system for numbering contractual documents contains many common-use or standardized elements, there is still some variation in the actual application of

the system. We must therefore establish a system which is standardized in all elements, and use it without variation.

The Policy:

All OPM PIIDs must be structured according to the guidance that follows. Once assigned, the PIID must be retained unchanged for the life of the instrument.

1. Basic PIID number

(a) *Elements of a PIID.* The OPM PIID consists of four fields, each of which is a group of alpha and/or numeric characters, identifying the organizational component, fiscal year of the action, type of action, and number of the action. These fields are separated by hyphens.

(1) *Characters 1 through 6.* The first six positions identify OPM and the organizational component issuing the instrument. This field will always begin with the letters “OPM”, and continue with the number of the issuing organization. For example, OPM049 indicates OPM and the Contracting Group.

(2) *Characters 7 through 8.* The seventh and eighth positions are the last two digits of the fiscal year in which the PIID number is assigned.

(3) *Character 9.* Indicate the type of instrument by entering one of the following upper case letters in this field:

- A Blanket purchase agreements
- B Invitations for bids
- C Contracts of all types except indefinite delivery contracts, facilities contracts, sales contracts, and contracts placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside OPM
- D Indefinite delivery contracts
- E Facilities contracts
- F Contracting actions placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DoD (including actions with the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR))
- G Basic ordering agreements
- H Agreements, including basic agreements and loan agreements, but excluding blanket purchase agreements, basic ordering agreements, and leases
- I Do not use
- J Do not use

K	Short form research contract
L	Lease agreement
M	Purchase orders—manual (assign W when numbering capacity of M exhausted during the fiscal year)
N	Notice of intent to purchase
O	Do not use
P	Purchase order—automated (assign V when numbering capacity of I is exhausted during a fiscal year)
Q	Request for quotation—open market
R	Request for proposal
S	Sales contract
T	Request for quotation—GSA schedule (assign U when numbering capacity of T is exhausted during a fiscal year)
U	See T
V	See P
W	See M
X	Not used
Y	Imprest fund
Z	Not used

(4) *Characters 10 through 13.* Enter the number of the action in these positions. A separate series of action numbers will be used for each type of instrument listed in the table above. Assign such series of action numbers sequentially.

(b) *Illustration of PIID number.* The following is an illustration of a properly configured PIID number: OPM049-05-A-0001. The meaning of the various fields of the number is shown below

<i>Field</i>	<i>Description</i>
OPM049	The action was issued by OPM Contracting Group.
05	The action was issued in FY 2005.
A	The action is a BPA.
0001	This BPA is the first one in the series.

2. Supplementary PIID numbers

(a) A supplementary PIID number is a field of four alphanumeric characters added to the basic PIID number, separated from it by a hyphen.

(b) Use supplementary numbers with the basic PIID number, to identify:

(i) *Amendments to solicitations.* Number amendments to solicitations sequentially, starting with supplementary PIID number M001. For example, OPM049-05-R-0001-M001 means amendment 0001 to RFP no. 0001 issued in FY 2005 by the OPM Contracting Group.

(ii) *Modifications to contracts and agreements,* including provisioned item orders. Number modifications to contracts and agreements sequentially, also starting with supplementary PIID number M001. For example, OPM049-05-A-0001-M001 identifies the first modification to the BPA used in the example in paragraph 1(b) above.

(iii) *Calls or orders under contracts, basic ordering agreements, or blanket purchase agreements established by CG.* Number modification to contracts and agreements sequentially, starting with supplementary PIID number W001. For example, OPM049-05-A-00001-W001 identifies the call order placed against the BPA used in the example in paragraph 1(a) above.

3. When assigning PIID numbers:

(a) Use only the alpha-numeric characters, in the groups and format as described above.

(b) If it is necessary to provide additional identification on the solicitation, contract, or other related instrument forms, enter it in such a location so as to separate it clearly from the PIID number.

(c) Enter the basic PIID number, including Federal supply contract numbers and any supplementary numbers, in the spaces provided on the solicitation, contract, or related instrument forms. If there is no space provided on the form, enter the number in the upper right corner of the form and identify what it is (e.g., BPA Number OPM049-05-A-0001).

Point Of Contact:

Please direct questions concerning this CP to Tina B. McGuire, Chief, Contracting Group, by telephone at 202-606-4591 or by email at tina.mcguire@opm.gov.

Approved By:

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Date