



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D. C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

August 6, 2003

MEMORANDUM FOR FEDERAL ACQUISITION COUNCIL
AGENCY SENIOR PROCUREMENT EXECUTIVES

FROM:

Angela B. Styles
Administrator

SUBJECT:

Identification of Procurement Instruments

On October 1, 2003, the next generation of the Federal Procurement Data System, "FPDS-NG," will become operational. The purpose of this memorandum is to seek your assistance in establishing a unique prefix for the scheme your agency uses to identify procurement instruments (contracts, orders, and agreements) for FPDS-NG reporting and other purposes. Unique identifiers will help to improve the quality of information FPDS-NG makes available to agencies for managing their programs and to the public for better understanding how taxpayer funds are spent.

FPDS-NG is a key part of the Integrated Acquisition Environment (IAE) E-Government initiative to facilitate the migration and leveraging of information technology investments to enhance the integrated nature of acquisition and enable more strategic buying. The new system's interoperable configuration will promote a seamless transfer of information and should significantly improve the timeliness, accuracy, and availability of data at reduced transaction costs.

Among its many features, FPDS-NG will maintain an historical trail of all transactions, including interagency transactions conducted through government-wide acquisition contracts (GWACs), multi-agency contracts, and Federal Supply Schedule (FSS) contracts. In order to provide this important visibility and allow the system to properly interface with other components of IAE, FPDS-NG must be able to distinguish each reported transaction.

Accordingly, you are requested to establish and register with the FPDS-NG program office a unique set prefix for the beginning of the labeling scheme your agency uses to identify procurement instruments. This unique prefix will ensure that the numbers and letters assigned to identify any specific procurement action (known as a procurement instrument identifier, or "PIID") are distinct from those used by any other agency.

The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council are amending the Federal Acquisition Regulation (FAR) to provide guidance on the use of PIIDs. Agencies should refer to that guidance in labeling their individual procurement instruments.

To ensure the successful and on-time launch of FPDS-NG in the fall, agencies should register the unique prefix for their PIIDs as soon as possible, and no later than October 1, 2003. Agencies may register their prefix identifier by contacting John Cochran of the Federal Procurement Data Center at john.cochran@gsa.gov. General questions regarding this memorandum may be directed to Julie Basile of my office at 202-395-4821. I appreciate your prompt attention to this matter.