

4.1601 Policy.

(a) Establishment of a *Procurement Instrument Identifier (PIID)*. Agencies *shall* have in place a process that ensures that each PIID used to identify a *solicitation* or contract action is unique Governmentwide, and will remain so for at least 20 years from the date of contract award. The PIID *shall* be used to identify all *solicitation* and contract actions. The PIID *shall* also be used to identify *solicitation* and contract actions in designated support and reporting systems (e.g., Federal Procurement Data System, *System for Award Management*), in accordance with regulations, applicable authorities, and agency policies and procedures.)

(b) Transition of PIID numbering. No later than October 1, 2017, agencies *shall* comply with paragraph (a) of this section and use the requirements in [4.1602](#) and [4.1603](#) for all new *solicitations* and contract awards. Until an agency's transition is complete, it *shall* maintain its 2013 PIID format that is on record with the General Services Administration's Integrated Award Environment Program Office (which maintains a registry of the agency unique identifier scheme). The 2013 PIID format consisted of alpha characters in the first positions to indicate the agency, followed by alpha-numeric characters; the 2017 format instead has the AAC in the beginning 6 positions.

(c) Change in the *Procurement Instrument Identifier* after its assignment.

(1) Agencies *shall* not change the PIID unless one of the following two circumstances apply:

(i) The PIID serial numbering system is exhausted. In this instance, the *contracting officer* may assign a new PIID by issuing a *contract modification*.

(ii) Continued use of a PIID is administratively burdensome (e.g., for implementations of new agency contract writing systems). In this instance, the *contracting officer* may assign a new PIID by issuing a *contract modification*.

(2) The modification *shall* clearly identify both the original and the newly assigned PIID. Issuance of a new PIID is an administrative change (see [43.101](#)).

Parent topic: [Subpart 4.16 - Unique Procurement Instrument Identifiers](#)