4.1602 Identifying the PIID and supplementary PIID.

(a) *Identifying the PIID in solicitation and contract award documentation (including forms and electronic generated formats).* Agencies *shall* include all PIIDs for all related *procurement* actions as identified in paragraphs (a)(1) through (5) of this section.

(1) *Solicitation*. Identify the PIID for all *solicitations*. For amendments to *solicitations*, identify a supplementary PIID, in conjunction with the PIID for the *solicitation*.

(2) *Contracts and purchase orders*. Identify the PIID for contracts and *purchase orders*.

(3) *Delivery and task orders.* For delivery and *task orders* placed by an agency under a contract (*e.g.*, indefinite delivery indefinite quantity (IDIQ) contracts, multi-agency contracts (MAC), Governmentwide *acquisition* contracts (GWACs), or Multiple Award Schedule (MAS) contracts), identify the PIID for the delivery and *task order* and the PIID for the contract.

(4) *Blanket purchase agreements and basic ordering agreements.* Identify the PIID for blanket purchase agreements issued in accordance with 13.303, and for basic agreements and basic ordering agreements issued in accordance with subpart 16.7. For blanket purchase agreements issued in accordance with subpart 8.4 under a MAS contract, identify the PIID for the blanket purchase agreement and the PIID for the MAS contract.

(i) *Orders*. For orders against basic ordering agreements or blanket purchase agreements issued in accordance with 13.303, identify the PIID for the order and the PIID for the blanket purchase agreement or basic ordering agreement.

(ii) *Orders under subpart 8.4.* For orders against a blanket purchase agreement established under a MAS contract, identify the PIID for the order, the PIID for the blanket purchase agreement, and the PIID for the MAS contract.

(5) *Modifications.* For modifications to actions described in paragraphs (a)(2) through (4) of this section, and in accordance with agency procedures, identify a supplementary PIID for the modification in conjunction with the PIID for the contract, order, or agreement being modified.

(b) *Placement of the PIID on forms.* When the form (including electronic generated format) does not provide spaces or fields for the PIID or supplementary PIID required in paragraph (a) of this section, identify the PIID in accordance with agency procedures.

(c) Additional agency specific identification information. If agency procedures require additional identification information in *solicitations*, contracts, or other related *procurement* instruments for administrative purposes, separate and clearly identify the additional information from the PIID.

Parent topic: Subpart 4.16 - Unique Procurement Instrument Identifiers