

GSA ORDER

Subject: Use of Award ID in GSA Financial System, PEGASYS

1. Purpose. This Order provides guidance regarding the use of award ID's in Pegasys to ensure consistency between Pegasys and GSA's various contract writing systems and FPDS per the Data Accountability and Transparency Act.

2. Background.

a. The Data Accountability and Transparency Act ("DATA Act", P.L. 113-101), requires agencies to report spend data and financial data under standardized definitions and to link their spending activities to their publicly reported financial statements, at the award level, by May 2017. The goal of the DATA Act is to make Federal spending data more accessible, searchable, and reliable, resulting in increased transparency into Government spending. In order to become compliant with the DATA Act, GSA will need to be able to link transactions between its financial system and contract writing systems using the award ID. \ Therefore, it is critical that the award ID is entered in the financial system in the exact same format as it is entered into the Federal Procurement Data System-Next Generation (FPDS-NG). FPDS-NG is the authoritative repository for federal procurement award data.

b. Currently, GSA has multiple contract writing and acquisition management systems which include:

- (1) EASi for Public Buildings Service
- (2) ROADS – The Requisitioning, Ordering and Documentation System for FAS Vehicle Special Order Program
- (3) FSS-19 – the Federal Supply Service 19 for supply related purchase orders
- (4) TOPS – the FAS Telecommunication Ordering and Pricing System
- (5) RBA (Regional Business Application) and NBA (National Business Application) for Federal Acquisition Service (FAS)

These systems utilize award ID's or contract numbers to identify unique contracts. GSA's financial system of record, Pegasys, has a field for award ID; however, award IDs are not interfaced or entered into Pegasys consistently.

3. Scope and applicability.

a. All awards that are required to be reported to FPDS-NG in accordance with FAR Subpart 4.6 Contract Reporting.

b. Direct Pay transactions and Credit Card Logs must include an award ID for payments being made against contract awards.

4. Guidance.

a. This requirement applies both to new award activities and any financial modifications to existing.

b. The GSA financial system Pegasys, a Momentum Financial Shared Service Solution managed by USDA will be configured to enforce the use of Contract Number field for award ID for all applicable document types. See Appendix A for list of Document Types and Description.

c. When manually creating an obligation in Pegasys after awarding a contract, users shall enter the award ID in the Contract Number field. The format of the award ID should be exactly the same as shown in FPDS; no dashes, hyphens or special characters should be used. Additional characters may not be added for modifications.

d. When contracts are awarded from acquisition systems that have financial interfaces with Pegasys, valid award IDs must be included in data transmission records to CFO systems. The business systems with electronic interfaces with Pegasys are listed in Appendix B: Definitions and System Acronyms. The award ID from business systems should be mapped and interfaced in the exact format that they are reported to FPDS-NG.

e. Guidance to contracting officers is contained in the Federal Acquisition Regulations (FAR) and General Services Administration Acquisition Manual (GSAM).

5. Policy. All obligations associated with an awarded contract shall be associated with an award ID (PIID in Pegasys, GSA's financial system of record. The PIID in Pegasys must be the same as the contract PIID.

6. Additional guidance. A metric to measure accuracy and completeness of award ID reporting will be created and monitored by the Office of the Chief Financial Officer quarterly

7. Effective date. This Order is effective immediately.

8. Expiration date. This Order will remain in effect until rescinded.

9. Contact information. Please contact Vivi Tran-Chu at vivi.tran@gsa.gov if you have questions related to this document.

10. Signature.

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GERARD E. BADORREK
Chief Financial Officer
Office of the Chief Financial Officer

Appendix A
Appendix B

Appendix A. Document Types and Description.

Document Type	Document Name
1B	EASI-ORDER
2B	REGION 6 VITAP-FTS ORDER
CL	CREDIT CARD LOG
EJ	EASI INTRA-GOVERNMENTAL OBLIGATION
EK	EASI RECURRING SERVICE WITHOUT LOGO CLAUSE OBLIGATION
EN	EASI CONSTRUCTION OBLIGATION
EP	EASI STAND-ALONE AND TASK ORDER
FP	FSS PURCHASE ORDER
FX	FSS INTERAGENCY
GP	GMA PURCHASE ORDER
HB	TOPS – ORDER
IX	INTRA-AGENCY
OP	OTHER PURCHASE ORDER
PJ	PBS 3-WAY OBLIGATION
PN	PBS CONSTRUCTION OBLIGATION
PP	PBS PURCHASE ORDER
PS	PBS SUPPLEMENTAL LEASE AGREEMENT
PX	PBS INTERAGENCY
QP	FAS PURCHASE ORDER
QX	FAS INTERAGENCY
RB	RECURRING SERVICE - NON LOGO
RO	PBS RECURRING CONTRACTS ORDER
TP	FTS PURCHASE ORDER

Appendix B. Definitions and System Acronyms.

Term	Description	Function
FPDS-NG	Federal Procurement Data System -Next Generation The authoritative repository for federal procurement award data	An automated system used to collect and report federal procurement spending. Data is submitted via the contract writing system or directly into FPDS using Direct Web Input ¹ .
PIID	Procurement Instrument Identifier Also known as contract number or award ID	The PIID is used to identify a solicitation or contract action that is unique Governmentwide. The PIID is used to identify solicitation and contract actions in designated support and reporting systems such as FPDS ² .
EASi	Electronic Acquisition System Integration	EASi leverages the larger GSA IT application environment including the Regulation Management Service – a new feature of the Solicitation Writing System (SWS) and the Enterprise Content Management System (ECMS).
ROADS	Requisitioning, Ordering and Documentation System	ROADS is used to create purchase orders for the requisitioning of new vehicles (sedans, station wagons, light, medium and heavy trucks, vans, buses, and ambulances) purchased by the Federal Government. It also tracks the status of orders up to delivery.
FSS-19	Federal Supply Service 19	FSS-19 system is an end-to-end order processing system, performing all major phases of the order process to support the FAS Offices of Supply, Acquisition and Contract Management business lines. It also supports over 210,000 external customers.
VITAP	Visual Invoice Tracking and Payment	Interface between FAS acquisition systems and GSA financial system Pegasys

¹ See FAR Subpart 4.6 Contract Reporting and GSAM Subpart 504.6 Contract Reporting

² See FAR Subpart 4.16 Unique Procurement Instrument Identifiers and GSAM Subpart 504.16 Uniform Procurement Instrument Identifiers

FEDPAY	Federal Supply Service Payment System	Interface between FAS Supply acquisition systems and GSA financial system Pegasys. FEDPAY stores purchase orders, matches invoices and creates payment transactions to be disbursed by Pegasys
FMESB	Financial Management Enterprise Service Bus	Interface between business systems and GSA financial systems for fixed asset, acquisition and billing transactions