DCIS DATA ELEMENT DESCRIPTION

1A. PROCUREMENT INSTRUMENT IDENTIFIER (PIID)

HHS PIID format conventions are as follows:

Contracts and Purchase Orders

Position	1-3	4	5-7	8-11	12-16	17
Format	"HHS"	A	999	YYYY	XXXXX	A
Subfield		Agency	Office	FY	Sequence	Type
Example	HHS	F	220	2004	00001	C
Note		FDA				
	CONTRACT NUMBER Item 1A for IDV, DCA, and PO (not IHS PO)					

Indian Health Service Purchase order

Position	1-3	4	5-7	8-11	12-21	22
Format	"HHS"	A	999	YYYY	XXXXXXXXXX	A
Subfield		Agency	Office	FY	Sequence	Type
Example	HHS	I	102	2004	0000000001	P
Note		IHS				
	Purchase Order Number Item 1A					

Delivery orders and Calls

Position	1-3	4	5-7	8-17
Format	"HHS"	A	999	XXXXXXXXXX, Variable Length
Subfield		Agency	Office	ORDER#
Example	HHS	F*	220	0000000001
Note		FDA		CONTRACT ORDER NUMBER
	PIID, Item 1A for Delivery Orders and BPA Calls			

Format Codes:	
"HHS"	Constant Field characters "HHS" for every PIID
A	Alphabetic character: A through Z

9	Numeric character: 0 through 9
Y	Numeric character within context of a valid four digit year identifier
X	Alphanumeric character: alphabetic or numeric character

1E.   SOLICITATION IDENTIFIER

Enter the Solicitation Identifier as in FedBizOpps. **Leave blank ONLY if no solicitation was issued in FedBizOpps.**

6K.   CONTRACT FINANCING

Item is required only if Items 4C and 4D are DoD funding activities. When required, enter the code that best indicates whether or not progress payments, advance payments, or other financing methods were used.

6M.   DESCRIPTION OF REQUIREMENT

Use ONLY the title or description of the project. DO NOT USE Product or Service Code or the type of contract action, e.g. "Exercise Option."

7A.   CLINGER-COHEN ACT PLANNING COMPLIANCE

This is a required item for HHS.

When the procurement is for computer or hardware or services, select a value certified by the funding office as to whether the planning requirements have been met.

7F.   OTHER STATUTORY AUTHORITY

If the award is subject to an "other statutory authority", that authority must be entered. Otherwise leave blank.

8B.   PROGRAM, SYSTEM, OR EQUIPMENT CODE

This item is required when Items 4C and 4D are DoD funding activities.

8F.   DOD CLAIMANT PROGRAM CODE

This item is required when Items 4C and 4D are DoD funding activities.

8H.   INFORMATION TECHNOLOGY COMMERCIAL ITEM
          CATEGORY

This item is applicable to HHS actions.

When the procurement is for computer hardware or services, select a value certified by the funding office as to the commercial nature of the products or services.

8P.   CONSOLIDATED CONTRACT

This item is required when Items 4C and 4D are DoD funding activities.

10J. COMMERCIAL ITEM TEST PROGRAM

This field designates whether the acquisition utilized FAR 13.5 Test Program for Certain Commercial Items. The FAR 13.5 Test Program provides for the use of simplified acquisition procedures for the acquisition of supplies or services in amounts greater than the simplified acquisition threshold when: (1) the acquisition does not exceed **$6.5 million** and the contracting officer reasonably expects that offers will only include commercial items; (2) the acquisition does not exceed **$12.5 million** and is for commercial items that, as determined by the head of the agency, are to be used in support of a contingency operation or to facilitate the defense against or recovery from nuclear, biological, chemical, or radiological attack; or (3) the acquisition does not exceed $11 million and can be treated as an acquisition of commercial items in accordance with FAR 12.102(f)(1) -- agency head determines the supplies or services are to be used to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack.

HHS DEPARTMENTAL DATA

21A. CONTRACTOR KEY PERSONNEL (LAST NAME, FIRST NAME)

The name of the Project Manager/Principal Investigator or Contact person.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	Optional	Required	Required	Required	Required	Required	Required	Required

21B. CONTRACTOR KEY PERSONNEL EMAIL

The email address of the Project Manager/Principal Investigator or Contact person.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	Optional	Required	Required	Required	Required	Required	Required	Required

22A. GOVERNMENT PROJECT OFFICER (LAST NAME, FIRST NAME)

The name of the Government Technical Representative responsible for interfacing and coordinating with procurement officials for the contract project and technical monitoring and evaluation of the contractor's performance.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	Optional	Required	Required	Required	Required	Required	Required	Required

22B. GOVERNMENT PROJECT OFFICER EMAIL

The email address of the Government Technical Representative responsible for interfacing and coordinating with procurement officials for the contract project and technical monitoring and evaluation of the contractor's performance.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	*Optional*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*

23A. GOVERNMENT CONTRACT SPECIALIST (LAST NAME, FIRST NAME)

The name of the Government Contract Representative responsible for contract administration.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	*Optional*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*

23B. GOVERNMENT CONTRACT SPECIALIST EMAIL

The email address of the Government Contract Representative responsible for contract administration.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	*Optional*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*	*Required*

24. REQUISITION APPROVAL RECEIPT DATE/OTHER DOCUMENT RECEIPT DATE

The date on which the request for contract action is received by the contracting office or the receipt date of any contract request, including unsolicited proposals and contract requests pursuant to the Indian Self-Determination Act. This item is required for those contract actions (new, mod, etc.) in which funds are obligated resulting from such requests.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC

| Required | Optional | Required | Required | Required | Required | Required | Required | Required |

27. CONTRACT STATUS CODE (A, B, C)

Report the appropriate code based on status of the contract.

- Code A   Active: Use when contract is entered into the system initially.

- Code B   Completed Physically: Use when performance has been completed but contract has not been closed. This is generally the contract expiration date.

- Code C   Administratively Closed: Use when closeout action has been finalized.

To closeout an IDV contract, add a new Modification Number after the last one (the last Modification Number is the greatest Modification Number) and report code C. To closeout a regular contract, change Item 27 of the last Modification Number to C.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Required	Optional	Required	Required	Required	Required	Required	Required	Required

28. CENTER

Code identifying Center, within HHS Agency; FDA specific item.

HHS Item Use Case by Action Type:

DO	PO<=$25K	PO>$25K	DCA	BPA Call	GWAC	BOA	BPA	IDC
Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional

29. INDIAN SELF-DETERMINATION (638) CONTRACTS

HHS specific identifier for 638-contract type: **Historical Data Only**.

Values:

Y for 638 Contract

N or blank for NOT 638 Contract

HHS Item Use Case by Action Type**: NO NEW DATA ENTRY**

30. GREEN PRODUCTS AND SERVICES

Enter the code that describes green products and services purchased with this action.

DEFINITIONS:

A.   Recycled Content Products

Recycled content products are products that are made from or contain recovered materials. That means replacing virgin materials with recycled materials, including post-consumer materials. There are currently more than 60 designated products in eight categories: paper and paper products, vehicular, construction, landscaping, park and recreation, transportation, non-paper office, and miscellaneous products. Examples of designated products include structural fiberboard, printing and writing papers. The current list of designated products, EPA's guidance, and related technical information can be found on EPA's web site at http://www.epa.gov

B.   Energy-Efficient Products: Energy Star®, FEMP-Designated, and Low Standby Power

EPAct of 2005, Section 104 and FAR 23.203 require federal agencies to purchase Energy Star® qualified or Department of Energy's (DOE's) Federal Energy Management Program (FEMP)-designated products when procuring energy-consuming products.

 The technical requirements that each product must meet to become Energy Star® qualified are available at ENERGY STAR Qualified Products : ENERGY STAR. Information on FEMP-designated products can be found at http://www.eere.energy.gov/. Information on low standby power products can be found on FEMP's web site at: http://www.eere.energy.gov/.

C.   Biobased Products

Biobased products are products determined by the Secretary of Agriculture to be commercial or industrial products (other than food or feed) that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials. Examples of USDA-designated biobased products include mobile equipment, hydraulic fluids, roof coatings, diesel fuel additives, and towels. USDA is responsible for implementing the BioPreferred^{SM} procurement preference program. Information on these designated products, USDA's guidance, and related documentation can be found at USDA's web site at www.biopreferred.gov/.

D.   Environmentally Preferable Products and Services

Environmentally Preferable Products (EPP) are products or services that have a lesser or reduced effect on human health and the environment when compared with competing

products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the products or services. Examples of environmentally preferable products include cleaning products that are non-toxic, non-volatile, and biodegradable; and paint with no or low volatile organic compounds. This program is managed by EPA which maintains a database of products and specifications defined by federal, state, and local agencies, and other nations. The database can be found at www.epa.gov/epp along with EPA's **Guidance on the Acquisition of Environmentally Preferable Products** and Services located at http://www.epa.gov/epp/pubs/index.htm.

E.   Electronic Product Environmental Assessment Tool (EPEAT) Products

EPEAT is a tool for evaluating the environmental performance of electronic products throughout their life cycle. EPEAT is intended to help purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products. Available at: http://www.epeat.net/

F.   Water-Efficient Products

A water-efficient product is in the upper 25% of water efficiency for all similar products, or is at least 10% more efficient than the minimum level meeting U.S. Federal Government standards. Examples of products that have met the EPA WaterSense label include: high efficiency toilets, sink faucets, showerheads, urinals, and landscape irrigation systems. Information about the WaterSense Program is available at www.epa.gov/watersense.

G.   Non-Ozone Depleting Substances

E.O. 13423 and the CEQ Implementing Instructions require that each agency give preference to the purchase of non-ozone depleting substances, as identified in EPA's Significant New Alternatives Policy (SNAP) program. **FAR 23.803** states that agencies shall give preference to the procurement of alternative products that reduce overall risks to human health and the environment by lessening the depletion of ozone in the upper stratosphere. It further requires that in preparing specifications and purchase descriptions, and the acquisition of supplies and services, agencies shall comply with the requirements of the Clean Air Act and substitute safe alternatives to ozone-depleting substances.

SNAP provides lists of acceptable and unacceptable substitutes in the following sectors: fire suppressants, aerosol solvents and propellants, refrigeration and air conditioning equipments, and adhesives and coatings. SNAP is managed by EPA. Information about the SNAP Program is available on http://www.epa.gov/ozone/strathome.html

H.   Alternative Fuel Vehicles and Alternative Fuels

Under EPAct, alternative fuel vehicles are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. As defined by EPAct, alternative fuels are substantially non-petroleum based fuels and include (but are not limited to) the following: ethanol at a 85% blend or higher (E85); liquefied petroleum gas (propane); compressed natural gas (CNG); biodiesel; electricity; hydrogen; and P-series fuels. DOE's FEMP manages this program. Information on these federal fleet requirements can be found at
http://www1.eere.energy.gov/femp/about/fleet_requirements.html.

X.   Not Applicable

After review of the requirement to ascertain whether green products or services are involved in the procurement action it is determined that there is little or no opportunity to acquire green products or services.

HHS Item Use Case: Required for all actions where Item 3C Dollars Obligated are not equal to zero.

31. GREEN PRODUCTS AND SERVICES DOLLAR AMOUNT

Enter the net amount of funds (in dollars and cents) obligated or de-obligated by

this transaction, that are related to GREEN PRODUCTS AND SERVICES. If the net amount is zero, enter zero. If the net amount is a de-obligation, enter a minus sign in addition to the net amount.