STAR Purchasing Contract ID Naming Conventions

Agency Contract ID Naming Convention

Limited to 25 Characters

This contract naming convention should be used by agencies to define specific contract ID numbers.

Agency Contract ID: 410100-M18-COUNSELSVCS-01

Ex:	**410**	**100**	**-**	**M**	**18**	**-**	**COUNSELSVCS**	**-**	**01**
Explanation of Each Field:	3-digit **Agency Number**	3-digit **Origin Code** identifies the contract user within the agency at the division level	Dash	1-digit **Contract Type:** • Mandatory (M) • Optional (O) • General Waiver (W) • Grant (G) • Sole Source (S) • Use Center (U) • Collective Purchase (C) • Inter-Agency (A) • Inter-Governmental (I) • Bid (B)	2-digit **Fiscal Year** of Award or Contract Start if contract not a result of a solicitation	Dash	**Agency Defined Description and/or Sequence Number** • Agencies may define this as desired • Recommend sourcing event number be placed here • All characters do not have to be used (e.g., 11 characters are available, however only 8 may be needed)	Dash	2-digit **Sequential Number** identifier for multiple vendors on a single contract (e.g., awarded vendor 01, awarded vendor 02)
Char #	1-2-3	4-5-6	7	8	9-10	11	12-22	23	24-25

CAPS Agency Contract ID Naming Convention

Limited to 25 Characters

This contract naming convention should be used by SBOP to define CAPS Agency contract ID numbers.

CAPS Agency Contract ID: 115CAP-M18-LOTTERYSYST-01

Ex:	**115**	**CAP**	**-**	**M**	**18**	**-**	**LOTTERYSYST**	**-**	**01**
Explanation of Each Field:	3-digit **Agency Number**	3-digit **DOA CAPS Agency Contract Identifier**	Dash	1-digit **Contract Type:** • Mandatory (M) • Optional (O) • General Waiver (W) • Grant (G) • Sole Source (S) • Use Center (U) • Collective Purchase (C) • Inter-Agency (A) • Inter-Governmental (I) • Bid (B)	2-digit **Fiscal Year** of Award or Contract Start if contract not a result of a solicitation	Dash	**Agency Defined Description and/or Sequence Number** • CAPS may define this as desired • Recommend sourcing event number be placed here • All characters do not have to be used (e.g., 11 characters are available, however only 8 may be needed)	Dash	2-digit **Sequential Number** identifier for multiple vendors on a single contract (e.g., awarded vendor 01, awarded vendor 02)
Char #	1-2-3	4-5-6	7	8	9-10	11	12-22	23	24-25

Note: Contracts that are created by a CAPS agency for their own purposes (e.g., create a contract from a simplified bid) will follow Agency Contract ID Naming Conventions noted above.

Enterprise-wide Contract ID Naming Convention

Limited to 25 Characters

This contract naming convention should be used by SBOP to define enterprise-wide contract ID numbers.

Statewide Contract ID: 505ENT-M18-OFFICESUPPL-01

Ex:	**505**	**ENT**	**-**	**M**	**18**	**-**	**OFFICESUPPL**	**-**	**01**
Explanation of Each Field:	3-digit **DOA Agency Number**	3-digit **Enterprise Contract Identifier**	Dash	1-digit **Contract Type:** • Mandatory (M) • Optional (O) • Use Center (U) • Bid (B)	2-digit **Fiscal Year** of Award or Contract Start if contract not a result of a solicitation	Dash	**Agency Defined Description and/or Sequence Number** • SBOP may define this as desired • Recommend sourcing event number be placed here • All characters do not have to be used (e.g., 11 characters are available, however only 8 may be needed)	Dash	2-digit **Sequential Number** identifier for multiple vendors on a single contract (e.g., awarded vendor 01, awarded vendor 02)
Char #	1-2-3	4-5-6	7	8	9-10	11	12-22	23	24-25

Agency Purchasing Contract ID Naming Convention for RPA Approved by SBOP

Limited to 25 Characters

This contract naming convention should be used by SBOP to define the contract ID number that will be provided to an Agency for an approved RPA.

Statewide Contract ID: 370505-W18-SPH0007-01

Ex:	**370**	**505**	**-**	**W**	**18**	**-**	**SPH0007**	**-**	**01**
Explanation of Each Field:	3-digit **Agency Number** that DOA has approved for the RPA	3-digit **DOA Agency Number** signifying that SBOP has defined the Contract ID Number for the Approved RPA	Dash	1-digit **Contract Type:** • General Waiver (W) • Sole Source (S) • Vehicle Purchase (V) • Collective Purchase (C) • Legal Services (L) • Other (R)	2-digit **Fiscal Year** of Award or Contract Start if contract not a result of a solicitation	Dash	**Agency Defined Description and/or Sequence Number** • The agency RPA number should be placed here • All 11 characters are not required to be utilized (e.g., 11 characters are available, however only 8 may be needed for a particular contract ID)	Dash	2-digit **Sequential Number** identifier for multiple vendors on a single contract (e.g., awarded vendor 01, awarded vendor 02)
Char #	1-2-3	4-5-6	7	8	9-10	11	12-22	23	24-25