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To: All Washington Office and Field Officials  
Attn: Procurement Staff

From: Acting Director, National Business Center

Subject: Pre-Printed Forms System (PPFS) Release 2.92

This Instruction Memorandum provides guidance for implementing PPFS release 2.92 and future management of the PPFS. On October 1, 1998, all acquisition offices must use PPFS release 2.92 for electronically reporting individual contract actions exceeding \$25,000 on the SF 279 and summary contract awards less than \$25,000 (form SF281) into the Interior Procurement Data System (IPDS). We have posted the PPFS release 2.92 software with installation instructions on the Bureau of Land Management's acquisition Intra-net Web Site at: [web.blm.gov/natacq](http://web.blm.gov/natacq) under "Software Releases". Release 2.92 must be installed at each acquisition office before the Fiscal Year (FY) 1999 IPDS reports are submitted to the Washington Administrative Service Center (WASC).

During the Fiscal Year (FY) 1999 transition to the Interior Department Electronic Acquisition System (IDEAS), acquisition offices will use PPFS release 2.92 for reporting modifications and task/delivery order awards issued against existing contracts in excess of \$25,000 that have not been entered into IDEAS. You will use IDEAS for reporting all new awards beginning on the date that you are scheduled to implement IDEAS.

However, beginning in FY2000, you must submit all IPDS reports through IDEAS. After that date, the PPFS software will be used only for reporting grants and cooperative agreements into the Federal Assistance Award Data System (FAADS).

The PPFS Release 2.92 software contains two changes to the form SF279 for reporting individual contract awards in excess of \$25,000. No changes were made to the form SF281. A brief explanation of the changes follows:

1. Form SF279 has been modified to comply with year 2000 requirements (Y2K) as follows:

SF279 Field Name	Old Format	New Format
Item 6. Action Date	YYMM	YYYYMM
Item 8. Report Period	YYQ	YYYYQ
Item 35. Estimated Contract Completion Date	YYMM	YYYYMM
Item 48(h). Contract Closeout Date	YYMM	YYYYMM

2. The cross-edit for Items 19 (Tariff or Regulated -- Pre-CICA) and 25 (CICA Applicability) was changed to pass the FPDS software edit specifications. Please make a pen & ink change in your reporting manual to reflect the following:

"If Item 19 = 'Y' or 'N', Item 25 must be 'D', and if Item 25 = 'D', then Item 19 must be 'Y' or 'N'."

The September 1997 Federal Procurement Data System Reporting Manual will continue to be used for completing your IPDS reports during FY 1999. Copies of this release are available from the National Business Center Procurement Systems Team members (BC680B) upon request.

If you have any questions, please call Dave Wunder, National Business Center Procurement Systems Team Analyst, at (303) 236-9424.

Signed by:  
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Authenticated by:  
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