



## **Purpose**

Inform staff that construction contracts will retire the "00" prefix and begin assigning "XE" contract numbers.

## **Guidance**

No action is needed by Regions or Project Engineering Offices (PEOs) to begin assigning XE contract numbers. Contracts advertised through Contract Ad & Award will automatically be assigned an XE number.

PEO staff may need to inform Contractors that the XE number assigned to their contract was intentional and it will not change after award. Additionally, PEO staff will no longer be able to request an even or odd contract number. XE numbers are assigned sequentially by the system unlike the 00 numbers which were assigned by Headquarters.

## **Background**

The Contract Administration and Payment System (CAPS) allows for a limited number of predetermined prefixes when assigning contract numbers. Historically, most construction contracts were assigned with a 00 prefix (i.e., 009560). CAPS is unable to use five-digit contract numbers (i.e., 10000), and "01" is not an allowed prefix in the system.

XE prefixes have been used by Regions when assigning contract numbers in the past and are known to work with the legacy systems. After the date noted in the Implementation Plan below, construction contracts will have an XE prefix (i.e., XE3400) for all contracts that are advertised through Contract Ad & Award.

## **Resources**

[XE Construction Contract Numbers - Contractor's Bulletin](#)

## **Implementation Plan**

All projects that are submitted for advertisement on or after March 1, 2023, will be assigned an XE contract number.

## **Contact Information**

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