

CONCESSIONS MANAGEMENT INFORMATION SYSTEMS (COMIS)

A. GENERAL

The Concession Identification Number (CONCID) is basic to the Concessions Management Information System which encompasses various computer programs involving concessions data, including contracting, operational, and financial functions. The CONCID provides a consistent and continuing method of identifying data related to a specific concession operation. Also, the CONCID is the core of the concession contract/permit number. The formula for numbering concession contracts and permits is described in Section D of this Chapter.

B. STRUCTURE OF CONCID

The CONCID is designed to identify each individual concession operation, not the concessioner. It is comprised of seven integers:

YYYY: Four-letter park alpha code, i.e., GRCA for Grand Canyon National Park, LAME for Lake Mead National Recreation Area, etc.

001: Three-digit numerical suffix, i.e. 001, 002, etc.

The alpha codes for all park areas are found in Appendix B to the National Park Service Directory.

C. ASSIGNMENT OF CONCID

1. A CONCID has been assigned to each concession which existed in calendar year 1979 or has come into existence since that time. Once assigned, the CONCID does not change even if the concession is sold or transferred.

2. Assignment of the CONCID is the responsibility of the Region. Care must be taken in the assignments. Duplicate or conflicting assignments of the CONCID could cause havoc to the data bases of the computer programs utilized by WASO and the Regional Offices. It is recommended that one person in each Regional Concessions Office be designated the responsibility of assigning CONCID numbers and only one control log is used to assign new numbers.

3. For new concession operations, the CONCID (which is a part of the contract or permit number) will be assigned when the proposed concession authorization is executed by the National Park Service. This is recommended to avoid assigning CONCIDS to concessions that may not become operable.

4. Park personnel will contact the Regional Concessions Office when assignments of new CONCIDS are required for operations that will be authorized by Concession Permits that will be executed by the Superintendent.

5. When a concession ceases to exist, the CONCID is retired and will not be used again.

D. STRUCTURE OF CONTRACT/PERMIT NUMBER

As stated in Chapter 9 of this Guideline, a number must be assigned by the Region for each contract and permit and must be typed on all copies of the contracting document. The formula for determining the number is as follows:

CC-YYYY001-XX

CC: Meaning Concession Contract and differs from CP for Concession Permit and LP for Limited (Concession) Permit

YYYY001: The CONCID number (park alpha and sequential numbering)

XX: Last two digits of the fiscal year in which the authorization is signed by the National Park Service.

The concession authorization number shall not change by virtue of an extension of a concession contract or permit or by the sale or transfer of the concession.