

Central Contractor Registration Comprehensive Return on Investment Template

1.0 Scope

This document is intended to provide Federal agencies with a template to utilize when developing a return on investment analysis for the implementation of the Central Contractor Registration (CCR) within that agency. Although each agency will vary in its actual return on investment analysis, this document provides the general framework from which potential costs and savings can be estimated. This document also outlines various non-quantitative benefits of CCR implementation for both the current version of CCR as well as for planned future enhancements.

2.0 Background

The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DoD) and an increasing number of Federal civilian agencies. The CCR collects, validates, stores and disseminates vendor data in support of agency procurement, invoice payment, and e-Business missions.

Today, both current and potential government vendors are required to register in CCR in order to be awarded contracts (under the Federal Acquisition Regulation (FAR)) by the DoD, NASA and Department of Transportation (DoT). Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

CCR validates the vendor's information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with several Government procurement and electronic business systems for a variety of purposes.

A summary of the data currently collected by CCR is provided as Appendix A to this document.

According to the DFARS 204.7302, NASA and DoT FAR Supplements, prospective vendors must be registered in CCR prior to the award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement. Exceptions to this requirement are:

- Purchases paid for with a Government-wide commercial purchase card
- Awards made to foreign vendors for work performed outside the United States
- Classified contracts or purchases (see FAR 4.401) when registration in the CCR database, or use of CCR data, could compromise the safeguarding of classified information or national security

- Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies
- Purchases to support unusual or compelling needs of the type described in FAR 6.302-2

Prime contractors are not required to have their subcontractors register in CCR. If a prime's subcontractor wants to bid directly for contracts with the Government, they should register in the CCR.

EFT and assignment of claims as stated FAR 52.232-33 Para. H.:

"EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register in the CCR database and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause."

All Federal, state, and local Government agencies that perform FAR-based contract work are also required to be registered.

3.0 Cost of CCR

The CCR operating budget includes the cost of hardware, software development, maintenance, data validation with authorized sources, the CCR vendor assistance center, security maintenance, data dissemination, vendor correspondence and outreach, and program management support. The use of CCR data by an agency is documented in a memorandum of agreement with a purchase order for a subscription to CCR. The cost of a subscription covers an agency's access to CCR data through any or all of the common methods available.

The CCR annual subscription is intended to divide the annual CCR operations budget among the customer agencies in a fair and consistent manner. The principle is that each agency should pay a share to coincide with their use. Agencies that have many vendor partners will pay more than agencies with very few vendor partners.

The CCR Team turned to the Federal Procurement Data Center (FPDC) for information about agency vendors. The FPDC collects information about Government purchases and supplies the information to Federal managers and the public. The FPDC supplied the CCR team with a detailed breakdown of the number of vendors who sold products or services to the different agencies.

The CCR Team used this data to approximate the number of vendors that each agency will bring to the CCR to be registered. For example, the FPDC reported that in FY00, the Federal Government used approximately 100,000 vendors. Each agency is included in the total. For example, Agency Y used 5,000 vendors and they therefore are expected to bring 5,000 vendors to the CCR system. The CCR Team therefore estimated that Agency Y should pay 5% of the CCR Operating Budget as a subscription price. The cost is calculated based on the following algorithm:

$\frac{\text{Number of Unique Vendors for an Agency}^1}{\text{Total Federal Vendors}^2} \times \text{Total Operating Budget for CCR}^3$

- 1 – Determined by using DUNS data from the FPDC. This number represents a proxy for the number of CCR registrations an agency will require.
- 2 – Total number of vendors from FPDC (based on DUNS)
- 3 – Currently \$4.4M

4.0 Benefits

The following represents a summary of the benefits of implementing CCR within a generic agency. These benefits can be identified in both a quantitative and qualitative manner. The information provided below can be used to help agency officials determine more specifically the benefits for their particular agency.

4.1 Quantitative Benefits

Quantitative benefits can be tracked primarily to invoice payment type actions, which are comparable across most Federal agencies. Depending on a particular agency’s acquisition processes, however, additional quantitative benefits may be realized in procurement actions.

4.1.1 Increased Utilization of EFT Payments (Reduction of Paper Checks)

In registering with CCR, vendors are required to provide EFT information. By doing this, CCR ensures that agencies will have access to a vendor’s EFT data and will enable them to maximize utilization of electronic transfers. In cases where EFT data on a particular vendor is not available, paper checks are issued by the Treasury. Through August of 2001, the Financial Management Service (FMS) of the Department of the Treasury reported that 59 percent of all vendor payments are being made through EFT. When an agency issues a payment via EFT, it saves \$.28 on that payment (according to FMS). By mandating that vendors provide EFT information to the agency through CCR,

agencies will realize these savings from the reduction in paper checks from their current level.

4.1.2 Electronic and Centralized Availability of Vendor EFT Information

By providing a centralized repository for all vendor EFT information, the CCR will become the single source for vendor EFT information within an agency. This type of information is currently used, in particular, by the procurement and finance communities. In a manual, non-CCR environment, EFT information is generally received by the contracting officer during the proposal phase of the contracting process. This data must then be reviewed for its correctness and completeness. As this data is required by the finance office as well, the contracting office must then ensure that the EFT information is delivered to the finance office. At that time, the finance office would manually enter this information into the appropriate payment systems.

CCR eliminates the necessity for these manual steps. By implementing CCR into its business processes, an agency will require its vendors to enter and update their EFT information in a centralized, online format. By doing this, the information is available for use by all contracting and financial officers within an agency without the necessity for any manual intervention. Additionally, through the use of CCR's search capabilities, this information can be accessed directly by both the Contracting Officer as well as the financial office directly (eliminating the need for contracts personnel to manually forward EFT information to finance).

The cost savings associated with this capability are based on the elimination of manual processing of the Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) by the contracting and finance offices. Additional savings can be realized by enabling the finance office direct access to CCR EFT data. These savings are summarized below:

Without CCR		
Step	Office	Processing Time¹
Solicit & obtain EFT data from vendor	Contracting	10 minutes
Follow-up with vendor on delinquency of response	Contracting	10 minutes
Receive & review SF-3881 for accuracy & completeness	Contracting	10 minutes
Notate procurement file as to received SF-3881 & date of issuance to Accts. Payable	Contracting	3 minutes
Send SF-3881 to Finance	Contracting	3 minutes
Receive & review SF-3881 for completeness	Finance	5 minutes
Call or email Contract Specialist w/ questions	Finance	5 minutes
Answer questions from Accts. Payable about EFT data	Contracting	5 minutes
Enter EFT data into finance system	Finance	10 minutes
Total Time	Contracting	41 minutes
	Finance	20 minutes
Total Cost²		\$30.15

With CCR		
Step	Office	Processing Time
Search, review, and print EFT data in CCR	Finance	5 minutes
Enter EFT data into finance system	Finance	10 minutes
Total	Contracting	0 minutes
	Finance	15 minutes
Total Cost²		\$5.70

Savings Per Contract Award³		\$24.45
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1 – Steps and times based on a survey and analysis performed by the Department of Treasury in 2001

2 – Contracting Cost of \$.55 per minute for a GS-12, Finance Cost of \$.38 per minute for a GS-9 (both are based on Step 1 in the Washington, D.C. area with a 30 percent factor for fringe)

3 – This study assumes one invoice payment per contract award. Additional steps and times would apply to the “Without CCR” case if a finance office had to re-conform EFT information on each instance of payment on a multi-invoiced contract, resulting in a larger cost savings per contract when CCR is used.

4.1.3 Reduction of Incorrect Payees/Unmatched Disbursements

An unmatched disbursement occurs when a payment is made that cannot be associated with a proper obligation of Government funding. This can occur for a variety of reasons, one of which is the issuance of a payment to an incorrect payee or bank account. This can occur when a vendor's bank or account information changes and the Government payment office is not properly notified of the change. Resolution of these types of issues requires significant manual intervention on the part of contracting/finance personnel and can be quite time consuming (from 4 to 12,700 hours depending on the complexity of the contracts and the number of payments).

One major element of the CCR process is that the responsibility for keeping vendor data current falls on the vendor itself. This includes the data associated with EFT. By placing this responsibility in the direct control of the vendor, the Government will increase the reliability of the EFT data it uses to process electronic payments. It eliminates the possibility of numerical transposition or other data entry errors by Government personnel involved in the processing of the Standard Form 3881. The possibility of data entry errors still exists from the vendor representative inputting the EFT data, however it is reasonable to expect that a vendor will be cautious to ensure that its EFT data is properly entered (otherwise they will be unable to receive payments from the Government).

The potential savings derived from eliminating an incorrect payment is outlined below:

Step	Processing Time
Reconciling Unmatched Disbursements ¹	From 4 to 12,700 hours
Total Cost²	\$91.20 to \$289,560

1 - Times based on level of effort estimates for contract reconciliation developed for the Defense Finance and Accounting Service.

2 - Finance Cost of \$.38 per minute for a GS-9 (both are based on Step 1 with a 30 percent factor for fringe)

4.1.4 Agency Examples

The following table provides the total summary of CCR savings and costs at three hypothetical agencies.

Savings

	Agency A	Agency B	Agency C
Number of Contracts Awarded	4,500	30,000	60,000
Potential Savings from EFT Form Processing ¹	\$110,025	\$733,500	\$1,467,000

Number of Paper Checks Issued ²	1,800	12,000	24,000
Potential Savings from EFT vs. Paper ³	\$504	\$3,360	\$6,720

Number of Unmatched Disbursements Eliminated by CCR ⁴	45	300	600
Potential Savings from Reconciliation ⁵	\$33,858	\$225,720	\$451,440

Total Potential Savings	\$144,387	\$962,580	\$1,925,160
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Costs

Number of Vendors	400	3,000	5,000
Agency Share of CCR Operating Budget ⁶	\$17,600	\$132,000	\$220,000

Potential Net Benefit	\$126,787	\$830,580	\$1,705,160
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1 - Savings estimated at \$24.45 per contract award

2 - Estimated at 40 percent of contracts awarded (FMS estimates that roughly 60 percent of all vendor payments are made through EFT)

3 - Savings estimated at \$.28 per payment

4 - Estimated at 1 percent of contracts awarded

5 - Savings estimated at \$752.40 per contract reconciliation (33 hours at \$.38 per minute for a GS-9 (based on Step 1 with a 30 percent factor for fringe)

6 - Cost determined by dividing an agency's number of unique vendors (as reported by the FPDC) by the total number of Federal vendors (as reported by the FPDC - in this example 100,000 is used). This percentage is multiplied by the total operating budget for CCR (in this example the total CCR operating budget is \$4.4M) to determine the agency's share of the CCR operating budget.

4.2 Qualitative Benefits

In addition to the specific quantitative benefits described above, the implementation of CCR at an agency will have several positive impacts for which it may be difficult to assign a specific numeric cost savings. Many of these benefits can be realized immediately through the implementation of CCR at an agency. Additionally, there are several initiatives currently being pursued by the CCR program to enhance its capabilities and provide additional benefits to agencies in the future. Both current and future benefits are outlined below:

4.2.1 Current

4.2.1.1 Common Identifier

CCR utilizes the Data Universal Numbering System (DUNS) number¹ as the common identifier for each vendor in its database. A DUNS number is required for each vendor that registers with CCR, and this number is unique to the physical location (street address) of a company's operating locations. Utilizing this common identifier across an agency (as well as across the Government) eliminates the need for any internal numbering systems and enables contracting and payment activities to share vendor data across agencies without the necessity to translate each organization's unique vendor code. Because the same DUNS number is used for any given vendor location, any aggregate reporting data for vendors will be more accurate.

4.2.1.2 Industrial Base Tracking

Through the annual CCR update process performed by vendors, program and contracting officials can monitor changes in the industrial base within a given industry. Through the reporting of mergers and acquisitions or the failure of a company to renew its CCR registration, Government officials can determine the status of vendors in their geographic region for strategic sourcing purposes and decide whether or not changes in the marketplace warrant an expansion of market survey efforts.

4.2.1.3 Elimination of Duplicate Records

By requiring each vendor to have a DUNS number, CCR enables agencies to discontinue the use of internally generated codes or numbers to identify vendors within their vendor databases. When an agency establishes its own vendor numbering codes, there is an increased likelihood that multiple records will exist for any given vendor and location (based on variations in spelling the company's name, for example). By using this

¹ Note: CCR also provides the capability for vendors to provide a "+4" extension to their DUNS number to allow additional CCR records for the vendor at the physical location with different EFT data. The additional four alpha-numeric characters are at the vendor's discretion. Although available, less than one percent of registered vendors choose to use this capability.

commercial standard numbering system, CCR ensures that there are no duplicate vendor records in both contracting and vendor payment management systems.

4.2.1.4 Market Survey Tool

CCR provides a powerful market survey tool for program and contracting officials. The vendors in the CCR database are searchable by Standard Industrial Classification (SIC) and North American Industry Classification System (NAICS) codes as well as by geographic location and socio-economic status. As a result, Government personnel can utilize CCR to find registered vendors within a given geographic area that operate within a certain industry classification. Additionally, through the contact information provided in CCR, acquisition professionals can easily follow-up with apparent qualified vendors to determine specific information relative to the goods and/or services that the vendor provides.

4.2.1.5 Fraud Reduction and Increased Internal Controls

CCR maintains the EFT information for its registered vendors. This information is input and updated by the vendors as a part of the annual registration renewal process. Prior to the implementation of CCR, the same officials that certify and approve payments could also be responsible for inputting the EFT information for that payment. Therefore, it is possible for a payment official to direct an EFT transfer to an account other than one provided by a vendor. This provides an opportunity for an unscrupulous employee to fraudulently direct funds into a personal account. By placing the responsibility for entering and maintaining EFT data with the vendor, this opportunity for fraud is substantially reduced.

4.2.1.6 Reduced Number of Data Elements Collected for the Standard Form 279

CCR represents a single repository for vendor information, including much of the information required for the completion of the Standard Form 279 (Individual Contract Action Report) or the Department of Defense Form 350 (Individual Contracting Action Report). The DUNS number is required for these forms, and because this number is the primary identifier utilized in CCR, much of the additional information required is already resident within CCR (such as the vendor name, address, and business type). Because this data is already stored within CCR, contracting personnel are able to access the data in one location (via a DUNS search) without soliciting the information from the vendor.

4.2.1.7 Eliminate Activity Level Use of the Standard Form 3881

The CCR collects and stores the EFT information that is generally collected via the Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form). This form is completed by vendors and is submitted to the contracting/finance office to enable the processing of vendor payments electronically. Without the CCR capability, a vendor must complete and submit a Standard Form 3881 for each contracting activity it does business with. The administrative burden of completing, receiving, and processing the

Standard Form 3881 can be eliminated through the implementation of CCR across an activity or agency. By utilizing CCR, a vendor will only need to provide its EFT information one time (to CCR) and it can then be utilized by contracting and payment offices across the Government. This effectively reduces the processing costs for both the vendor and the Government as well as the time required to process EFT information.

4.2.1.8 Re-Alignment/Reduction of Workforce

As a result of the qualitative benefits described above, an agency would almost certainly experience an increase in available personnel resources that currently perform or monitor these tasks. These resources could then be realigned to other value added tasks or eliminated.

4.2.2 Future

The following represent some of future benefits possible through CCR including enhancements to the CCR program as well as utilizing the CCR program as a catalyst for improving the effectiveness of Government operations through revising Federal procurement policies. While not present today, these initiatives are identified as future goals for CCR to attain.

4.2.2.1 Elimination of Administrative Contract Modifications for Address Changes and Novation Agreements

Each year the Federal Government issues thousands of administrative modifications to its contracts. These include modifications to account for changes to information such as vendor name and address. By requiring vendors to update their information in CCR (including address changes and name changes), the CCR could become the central source for this administrative action. By referencing a vendor's CCR registration in the contract, a Contracting Officer could eliminate the need for administrative modifications. Because the information in CCR would be incorporated into the contract by reference, any changes made by the vendor to that information could automatically be incorporated as well. This could effectively eliminate the need for novation and address change modifications and greatly reduce the administrative burden on contracting personnel.

4.2.2.2 Central Source for Representations and Certifications

Currently, the Government requires vendors to submit a series of representations and certifications before a contract can be awarded to that vendor. Each time a vendor responds to a solicitation this information must be provided to the Contracting Officer. In many cases, this information is not specific to the procurement, but rather represents information about the company and how it does business. As a result, vendors are required to repeatedly submit the same representations and certifications to contracting offices across the Federal Government. The CCR program could be utilized to improve this process. In addition to the vendor information currently captured by CCR, the CCR

application could be modified to capture a vendor's responses to the general representations and certifications outlined in the FAR and required by the Government. This would provide a single repository for this information, and would enable a vendor to provide its information only once (as opposed to many times if that vendor does a substantial amount of Government business). The vendor could then reference its online representations and certifications within its proposal submission and the Contracting Officer would be able to review those representations and certifications online. In addition to reducing the amount of paperwork required for the development of a solicitation and a vendor proposal (and reducing Government and vendor overhead costs), this solution would enable a vendor to closely monitor and update its representations and certifications thus improving their accuracy.

4.2.2.3 Central Management of EFT Waivers

Currently, if a vendor is for some reason unable to accept an electronic payment, the waiver process is managed on a case-by-case basis within each activity. If a vendor works with agencies across the Government, this process can become quite burdensome (with many agencies performing an independent review of the waiver application). Through CCR, this process could be centralized within one Government activity. Vendors registering in CCR are already required to submit their EFT data, so it is possible that the scope of the CCR program could be expanded to accept and process requests for a waiver from EFT. This would allow the vendor to submit its waiver to one source, have that waiver processed, and have the vendor's record updated in CCR to reflect any waivers that are granted. This would reduce the vendor's overhead (in terms of reducing the number of waiver forms that need to be submitted and tracking the approval of each) as well as the Government's processing cost (by eliminating the individual EFT waiver approval process within each agency).

4.2.2.4 Integration of non-FAR procurements into CCR

In addition to the thousands of vendors that do business with the Government through contracts awarded under the FAR, there are a number of awards made that fall outside the auspices of the FAR. These include the awarding of various grants by the Government. Currently, grantees are not required to register with CCR. As a result, agencies that make grant awards are forced to have redundant processes for collecting and maintaining vendor and grantee data. CCR could easily be expanded to include grantees within its vendor data and allow those agencies making grant awards to utilize the CCR as the central source for grantee data as well.

4.2.2.5 TIN Validation

Vendors currently provide their Taxpayer Identification Number (TIN) (or Social Security Number for sole proprietors) when they register with CCR. Currently, however, there is no automated validation of this number with the Internal Revenue Service (IRS). In the future, CCR could be linked electronically to the IRS to provide a verification that the TIN provided by a vendor in its CCR registration is valid. This would reduce or

eliminate erroneous TIN data and eliminate the administrative costs associated with reconciling incorrect TINs across the Government.

4.2.2.6 Automated Standard Form 279 and Form 1099 Population from CCR

The CCR currently collects much of the information required for both the Standard Form 279 (or Department of Defense Form 350) and the Form 1099. This includes information such as vendor name, address, DUNS number, CAGE Code, TIN, and socio-economic status of the company. By interfacing CCR with an agency's contract writing system, financial system, or enterprise resource planning system, this data could be automatically populated into these forms. This would reduce the number of data errors (as all of the data would be coming from a single source) and decrease the amount of administrative effort by Government contracting and finance personnel required to prepare and process Standard Form 279 and Form 1099 data.

4.2.2.7 Link to GSA Suspended and Debarred List

Because the CCR is the authoritative source for contract vendor information within the Government, there exists an opportunity to expand its capabilities to make it more robust. One such capability would be the integration of vendor suspension and debarment information into CCR. By linking the CCR electronically to the systems within GSA that maintain the Government's suspended and debarred vendor lists, contracting personnel would be able to check the status of a vendor in one location. Also, because the CCR utilizes the DUNS number as its vendor identifier, the inclusion of suspension and debarment information could reduce the number of awards made to suspended and debarred vendors because of errors made in checking the GSA listings by vendor name.

4.2.2.8 Automatic Creation of Bidders Mailing Lists

The CCR contains the information required for the creation of bidders mailing lists including the vendor name and address, point of contact information, as well as the SIC and NAICS codes for vendors. This information could be used to automate the process of creating bidders mailing lists for solicitations not included in FedBizOpps, thereby reducing processing time.

4.2.2.9 Department of Labor Certifications

The data captured in CCR could be expended to include information from the Department of Labor (including Davis-Bacon Act determinations and EEO certifications). This would enable contracting personnel to review a vendor's information related to wage determinations and EEO compliance online in the same repository with all other vendor information currently in the CCR.

4.2.2.10 Small Business Administration Certifications

In addition to capturing the socio-economic information about a company entered by the vendor, the CCR could also be interfaced directly with the Small Business Administration (SBA) to enable contracting personnel to determine if the SBA has certified that vendor for those programs it has indicated. The SBA is the authorized certifier for 8(a) program participants, small disadvantaged businesses, and HUBZONE vendors.

4.2.2.11 Corporate Points of Contact

The CCR currently enables vendors to specify various points of contact, including Government marketing, past performance, accounting, and e-Business points of contact. With the proliferation of e-mail across Government and industry, Federal agencies can utilize these points of contact to greater facilitate communications directly with vendors. It enables companies to specify the individuals responsible for certain elements within their business, and it provides an easy way for Government personnel to contact the right person within the company. This capability will improve the efficiency and effectiveness of communications between Government and industry by reducing the time it takes for Government officials to find the right person within a company to contact to resolve an issue.

Appendix A – Data Elements Collected in CCR

General Information (*Items are mandatory)

***Data Universal Numbering System (DUNS) Number** – The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B).

DUNS +4 – The use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.

CAGE Code – The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the Department of Defense, NASA, and Department of Energy

***Legal Business Name** – The legal name by which a company is incorporated and pays taxes.

Doing Business As Name

***US Federal TIN** – The Tax Identification Number (TIN) is the nine-digit number companies use for income tax purposes (note: a Social Security Number is collected from sole proprietors in lieu of a TIN)

Division Name and Number – This field is for companies doing business as a division of a larger company, use this space to indicate the proper name for your division.

***Physical Street Address 1** – Note: PO Box and c/o may not be used in this space.

***City, State, Zip**

***Country**

***Date Business Started** – The date a business was started in its present form.

***Fiscal Year End Close Date**

***Average # of Employees and Average Annual Revenue**

Company Security Level – The level of security for the facility.

Highest Employee security Level – The highest level of security for an employee located at that facility.

Corporate Web Page URL

Corporate Information

***Type of Organization** – The legal form of your business.

- **Sole Proprietorship** (to include owner information)
- **Corporate Entity (Not Tax Exempt)** (to include state of incorporation)
- **Corporate Entity (Tax Exempt)** (To include state of incorporation)
- **Partnership**
- **Federal, State or Local Government**
- **Foreign Government**
- **International Organization:**
- **Other**

***Business Type**

Tribal Government	Educational Institution
Research Institute	Municipality
Sheltered workshop	Emerging Business/Other unlisted type
Non-profit Institution	Construction Firm
Historically Black College/University	Federal, State, County, or City Facility
Foreign Supplier	Federal Agency
8(a) Program Participant	Minority Owned Business
Service Location	Woman Owned Business
Manufacturer of Goods	Small Disadvantaged Business
Hub Zone	Veteran Owned
Minority Institution	American Indian Owned
Labor Surplus Area Firm	Limited Liability Company
S-Corporation	Small Business
Service Related Disabled Veteran (in an upcoming CCR release)	

Goods/Services

***North American Industry Classification System (NAICS)**

***Standard Industrial Classification (SIC) Codes**

Product Service Codes (PSC Codes)

Federal Supply Classification Codes (FSC Codes)

Electronic Funds Transfer (EFT)

***Financial Institution** – The name of the bank which a company uses.

***ABA Routing Number** – The American Banking Association 9-digit routing transit number of a company's financial institution.

***Account Number, Type, & Lockbox Number**

***Authorization Date** – The date when EFT information submitted on this form is valid and in effect.

***Automated Clearing House** – The appropriate contact information for the ACH coordinator at a company's bank.

* **Credit Card Information** – Whether or not a company accepts credit cards for payment (this is a YES or NO question).

Address Information

***Remittance Information** – The address where a company would like a paper check mailed in the event an EFT transfer does not work.

Mailing Address Information – A company's mailing address (other than its physical mailing address). A Post Office Box is permissible.

Point of Contact Information

Government Business POC – The person in the company responsible for marketing and sales with the government.

Marketing Partner ID (MPIN) – This is a self-defined access code that will be shared with authorized partner applications (such as the Past Performance Automated Information System).

Past Performance POC – This POC is that person in the company responsible for administering the company's government past performance reports and response efforts.

Electronic Business POC – This POC is that person in the company responsible for authorizing individual company personnel access into government electronic business systems (e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF), etc.).

***Registrant Name** – Also known as the CCR POC. This person acknowledges that the information provided in the registration is current, accurate and complete.

***Alternate Contact** – The name and a phone number for another person at the company, in case questions arise when the primary contact is not available.

***Accounts Receivable** – The accounts receivable person at a company.

EDI Contact Information – EDI Point of Contact (for EDI-capable companies only)

***Owner Information** - The owner of the business (for "Sole Proprietorship" only)

Electronic Data Interchange (EDI) Information