

## **A message from Minerals Management Service regarding our conversion to the Central Contractor Registration System**



The Office of Management and Budget has instructed all federal agencies to adopt use of the "Central Contractor Registration" system as a single, government-wide system for storing contractor procurement and payment information. The CCR was developed by the Department of Defense and has been in use there since 1998.

By October 1, 2003, a vendor must be registered in the CCR in order to receive contracts and purchase orders from most federal agencies, including Minerals Management Service. By having all agencies use the same listing system, vendors will no longer need to submit separate Standard Form 129, Solicitation Mailing List Applications, to each agency. This also will eliminate the need to provide each agency with electronic payment routing instructions.

CCR is a self-service database. Vendors register themselves and maintain their own information through the CCR web site.

In the coming months, there will be changes proposed to the Federal Acquisition Regulation to implement this requirement. Once a proposed rule making is issued, it will be posted for public comment at this location:

<http://www.arnet.gov/far/ProposedRules/>

If not already registered, we encourage entities interested in MMS business to register in the system now, to avoid any disruption or loss of awards after the revised regulation takes effect.

**Subject: Central Contractor Registration (CCR)  
As single validated source of data on vendors**

**Overview**

This memorandum establishes policy and provides guidance for department-wide implementation of Office of Management and Budget (OMB)/Office of Federal Procurement Policy (OFPP) Fiscal Year 2003 performance requirements for expanding on-line procurement and electronic government.

Fiscal Year (FY) 2003 budget guidance issued by the Director, Office of Management and Budget on June 19, 2001, directs that in FY 2003 agencies will:

- use the Central Contractor Registration (CCR), an existing on-line database ([www.ccr.gov](http://www.ccr.gov)), as the single validated source on vendors doing business with the government; and
- cease to collect the Standard Form 129, Solicitation Mailing List Application, effective October 1, 2003

Developed by the Department of Defense, the CCR is the most up to date and comprehensive source of information on contractors doing business with the government. It has been selected by OMB/OFPP as the cornerstone of what will become the *Business Partner Network*, a one-stop e-government business information source that is expected to include inter-governmental funds transfer and grant recipient information.

The CCR contains a variety of links including the Small Business Administration's PRO-NET, the Past Performance Information Retrieval System and Contractor Performance System, and Dun and Bradstreet. It also provides helpful guidance to prospective vendors and government contracting officials alike on registration, database search and update capabilities.

The Interior Department Electronic Acquisition System (IDEAS) interfaces with the CCR. Through IDEAS, the CCR has, and continues to be used by Interior acquisition and finance personnel as a source of a wide variety of vendor information, including product/service data, addresses, and payment information.

## A. Central Contractor Registration

*(Beginning October 1, 2003, contracting personnel will)*

- (1) Use the CCR as the single validated source of data on vendors doing business with Interior. Prospective vendors must be registered in CCR prior to the award of a contract; purchase order, delivery order, basic agreement, basic ordering agreement, or blanket purchase agreement. Prime contractors are not required to have their subcontractors register in CCR. However, if a prime's subcontractor wants to bid directly for contracts with the Department of the Interior, they should register in the CCR.

Exceptions to CCR Registration Requirements: This policy applies to all types of awards except the following, as identified in Department of the Interior Financial Administration Memorandum No. 98-034, Debt Collection Improvement Act of 1996-Electronic Funds Transfer (EFT) Policy and Implementation Guidelines, dated December 17, 1998, and Federal Acquisition Regulation Subpart 32.11, Electronic Funds Transfer:

- Purchases paid with a government-wide commercial purchase card;
- Convenience Check transactions;
- Awards paid to foreign vendors where the political, financial, or communications infrastructure in a foreign country does not support payment by EFT;
- Payment to a recipient within an area designated by the President or an authorized agency administrator as a disaster area (This exception is limited to payments made within 120 days after the disaster is declared.);
- A response to contingency operations conducted by or in support of the Department of Defense;
- Where payment by EFT may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised;
- Where the bureau does not expect to make more than one payment to the same recipient within a one-year period, i.e., payment is non-recurring, and the cost for making the payment by EFT exceeds the cost of making payment by check;
- Where a bureau's need for goods and services is of such unusual and compelling urgency that the government would be seriously injured unless payment is made by a method other than by EFT; or, where there is only one source for goods and services and the government would be seriously injured unless payment is made by a method other than by EFT.

(2) To register or learn more about the CCR, go to:

<http://www.ccr.gov>

(3) To see current DOD acquisition regulation coverage on use of the CCR, go to:

[http://www.acq.osd.mil/dp/dars/dfars/html/r20021025/204\\_73.htm](http://www.acq.osd.mil/dp/dars/dfars/html/r20021025/204_73.htm)

(4) When registering in the CCR, vendors need to be ready to provide the following information about their companies. (Mandatory fields are marked \*.)

**General Information:**

- \* Data Universal Numbering System (DUNS) Number CAGE Code (one will be assigned if you do not have one)
- \* Legal Business Name and Doing Business As (DBA)
- \* US Federal TIN
- Division Name and Number (if registering as part of a larger organization)
- \* Physical Street Address 1
- Physical Street Address 2
- \* City, State, Zip
- \* Country
- Mailing Address Information
- \*Date Business Started
- \*Fiscal Year End Close Date
- \*Average # of Employees and Annual Revenue
- Company Security Level (if applicable)
- Highest Employee Security Level
- Corporate Web Page URL

**Corporate Information:**

- \* Type of Organization (sole proprietor, corporation, tax-exempt corporation, government, etc.)
- \* Business Types (more detailed categories similar to above)
- Minority Owned Business Specific Types

**Goods/Services:**

- \* North American Industry Classification System (NAICS) Codes
- \* Standard Industrial Classification (SIC) Codes; Product Service Codes (PSC Codes) - For Services Federal Supply Classification Codes (FSC Codes) - For Products

**Financial Information:**

- EFT information -
- \* Financial Institution
- \* ABA Routing Number
- \* Account Number, Type, & Lockbox Number
- \* Authorization Date
- \* Automated Clearing House
- \* Remittance Information
- \* Accounts Receivable Contact
- \* Credit Card Accepted (yes/no)

**Point of Contact:**

- \* Primary CCR Contact Person
- \* Alternate Contact
- Government Business POC
- Past Performance POC
- Electronic Business POC

**Electronic Data Interchange (EDI)**

- EDI Contact Information

The CCR web site includes more detailed instructions for each data element and information on how to obtain a DUNS number. You must have a DUNS number before you can register.

## **B. Standard Form 129, Solicitation Mailing List Application**

Effective October 1, 2003, contracting activities will cease to accept and maintain the paper-based Standard Form 129, Solicitation Mailing List Application, as a source of vendor information.

(FAR Case 2001-032, Elimination of the SF 129, proposing to amend the FAR to remove the requirement for contracting offices to establish and maintain manual solicitation mailing lists and the need to use the SF 129, Solicitation Mailing List Application, is being processed by the Civilian Agency Acquisition Council.)