

BUREAU OF LAND MANAGEMENT

CCR IMPLEMENTATION GUIDANCE

Effective October 1, 2003, vendors must be registered in the Central Contractor Registration System (CCR) at <http://www.ccr.gov>. The following guidance is provided to all BLM Acquisition Staff, Assistance Officers and Finance.

Cooperative Agreements & Grants

Scope – All Cooperative Agreements, Grants and Cost Share Agreements, including modifications and task orders.

1. *Registration* – CCR Registration is not mandatory at this time. However, Assistance Officers should encourage recipients to register at <http://www.ccr.gov>.
2. *Ensure Recipient obtains a DUNS number (DUNS +4 if appropriate)*. Refer to Acquisition guidance below, item 2.
3. *Entering new vendors or making changes to existing vendors In IDEAS* - Refer to the document “Instructions for Completing Vendor Information” located on the National Acquisition Website @ <http://web.blm.gov/natacq/ideas/policy.html>.

Acquisitions

Scope – All contract awards - including Simplified Purchases, Space Leases, Delivery/Task Orders, Modifications, and Basic Agreements (e.g. basic ordering agreements, or blanket purchase agreements).

1. Prospective contractors are required to be registered in CCR prior to an award with the following six exceptions (**Subpart 4.1102**):
 - (a) Purchases that use a Government-wide commercial purchase card as both the purchasing and payment mechanism (as opposed to using the credit card for just payment)
 - (b). Classified contracts when registration in the CCR database, or use of CCR data, could compromise the safeguarding of classified information or national security
 - (c) Contracts awarded by—
 - (i) Deployed Contracting Officers in the course of military operations,
 - (ii) Contracting Officers in the conduct of emergency operations
 - (d) Contracts to support unusual or compelling needs
 - (e) Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration
 - (f) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported to FPDS-NG.

Registration – Vendors are required to update their registration annually, or more often if the information changes. The CCR vendor status must be marked “Active”. All vendors who register on CCR must obtain a Dun & Bradstreet Number (D&B) from Dun & Bradstreet. The DUNS number is verified by Dun & Bradstreet before the vendor registration process is completed. Allow 48 hours for processing registration when providing timeframes to the offeror/contractor (FAR 52.204-7).

Entering new vendors or making changes to existing vendors In IDEAS - Refer to the document “Instructions for Completing Vendor Information” located on the National Acquisition Website @ <http://web.blm.gov/natacq/ideas/policy.html>. The guidance has been updated to include the new procedures under FAR Subpart 4.1102 (C)(1)(i)&(ii) – vendor name changes/novation agreements.

2. Ensure that all offerors provide a DUNS number (Dun & Bradstreet) or DUNS +4 (if appropriate) with its offer (FAR Subpart 4.603(a)).

3. Solicitation Provisions/Contract Award Clauses

- (a) All new solicitations and awards (Above/Below \$100,000) will include the following new or updated provisions & clauses (October, 2003), if applicable:
 1. 52.204-3, Taxpayer Identification
 2. 52.204-6, Data Universal Numbering System (DUNS) Number
 3. 52.204-7, Central Contractor Registration, and Alternate I
 4. 52.212-1 Instructions to Offerors—Commercial Items

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5. 52.212-4, Contract Terms & Conditions – Commercial Items
 6. 52.213-4, Terms and Condition-Simplified Acquisitions (Other Than Commercial Items)
 7. 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration (unless one of the six exemptions above applies).
 8. 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration. Use this clause if one of the six exemptions applies.
- (b) Contracting Officers will ensure the above clauses are contained in the award document and accessible by the Finance Office electronically in IDEAS by performing one of the following:
1. Entering your clauses on the IDEAS award form in the Clauses Tab; or
 2. Enter your provisions and clauses on a separate attachment and associate the attachment to the award document. (Note: The clause attachment must be associated with your award document, otherwise the attachment will not be accessible by Finance).
- (c) Contracts awarded prior to October 1, 2003 with a period of performance beyond December 31, 2003 must be modified to include the above clause and provisions where applicable.
4. Verify offeror has registered before awarding the contract:
 - (a) Verify vendor registration before award by using the DUNS Number (or DUNS+4 if appropriate) via the Internet at <http://www.ccr.gov> or by calling toll-free: 1-888-227-2423, (commercial: (269) 961-5757)
 - (b) If the proposed awardee is not registered:
 1. Provide a reasonable amount of time for the offeror to register. If the proposed awardee does not register, begin award procedures for the next successful offeror in line (provide a reasonable time for the offeror to register (Refer to FAR 52.204-7)
 2. If time for award cannot be extended, consider the offer as unacceptable and award to the next successful registered offeror.
 - (c) Ensure the DUNS Number (DUNS+4 if appropriate) is entered in the Footer Text block, located on the Line-Item Tab of your award. For awards entered on form SF1442, the DUNS Number (DUNS+4 if appropriate) will be entered in Block 10 (The Government requires performance of the work described in these documents). The DUNS or DUNS+4 will be used by the Finance payment office. The DUNS number is the contractor's ID in CCR and provides the payment office with the correct record to use for making payments.
 5. Modify Existing Contracts that were awarded prior to October 1, 2003 where the period of performance will go beyond December 31, 2003 (FAR Subpart 4.1103) and includes applicable Clause noted in item 3 above.
 6. Issuing Delivery/Task Orders against existing Contracts or BPA's - CCR requirements (FAR Subpart 4.1103)
 - (a) Include the vendors DUNS number (DUNS+4, if appropriate) on the order. The DUNS number is the contractor's ID in CCR and provides the payment office with the correct record to use for making the payment.
 - (b) Do not verify vendor registration on CCR website or call to determine if contractor is registered. Verification is done at the time of award or modification of the basic contract.
 7. *Reports to the Federal Procurement Data System – Next Generation (FPDS-NG)*. CCR vendor data will be used to populate applicable portions of the report. The vendor information will be automatically generated in FPDS-NG without an opportunity for the Contracting Officer (CO) to override the data. An error message will be sent indicating a vendor is not in CCR. The CO will need to contact the vendor to register, if applicable. COs cannot input vendor data in the FPDS-NG system.
 8. Provide TIN number to Contracting Officers placing orders under BPA & Contracts - if the vendor is not required to register on CCR (FAR Subpart 4.203)
 9. Upon notification by Finance that payments are suspended, immediately notify the contractor to advise them to update their CCR registration information.

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Finance

Scope - All contract awards - including Simplified Purchases, Space Leases, Delivery/Task Orders, Modifications, and Basic Agreements (e.g. basic ordering agreements, or blanket purchase agreements).

Note: The following guidance will apply to processing payments when the FFS interface to CCR is implemented in the BLM. Implementation of the FFS/CCR interface is anticipated in November, 2003. Until the interface becomes fully operational and all BLM offices are advised, all payments will be processed using current policies and procedures without regard to enforcement of CCR.

1. Process Assignment of Claims (FAR Clause 52.204-7, Central Contractor Registration; and 52.232-33, Payment by EFT – Central Contractor Registration)
 - (a) The vendor shall not change the name or address for electronic funds transfer payments (EFT) in the CCR record to reflect an assignee for the purpose of assignment of claims
 - (b) Assignees shall be separately registered in the CCR database.
2. Suspend Payments until corrected information can be included in CCR when the vendor has changed its name in CCR but fails to:
 - (a) Provide the Contracting Officer (CO) a properly executed novation or name change agreement; or Provide the CO sufficient documentation to support a novation/name change with a written notification of intent to change name in CCR; and
 - (b) Show a willingness to comply with requirements of 42.12 and agree to a timeline; or
 - (c) Comply with an agreed upon procedure for completing the requirement within the time agreed upon with the CO.
3. Suspend Payments on new awards and those issued prior to October 1, 2003 (if the period of performance will go beyond December 31, 2003), if the vendor has not registered in CCR.
4. Notify CO's when vendor payments are suspended. Contracting Officers are responsible for notifying vendors that payments have been suspended until their registration is active & updated.