United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

OCT 7 2002

Memorandum

To: Assistant Directors for Administration

From: Debra E. Sonderman, Director
Office of Acquisition and Property Management and Senior Procurement Executive

R. Schuyler Lesher, Director
Office of Financial Management

Subject: **CENTRAL CONTRACTOR REGISTRATION (CCR) AS SINGLE VALIDATED SOURCE OF DATA ON VENDORS**

This memorandum establishes policy and provides guidance for Departmentwide implementation of Office of Management and Budget (OMB)/Office of Federal Procurement Policy (OFPP) FiscalYear 2003 performance requirements for expanding on-line procurement and electronic Government.

FiscalYear (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), 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, 2002, 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) Ensure that a link to the Central Contractor Registration web site (www.ccr.gov) is included on bureau procurement and small and disadvantaged business utilization Internet websites.

(3) At outreach activities such as business trade fairs and one-on-one meetings with prospective vendors, encourage local and small businesses with which they regularly do business to register with CCR.

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. Prior to October 1, 2003, contracting officials are expected to provide ample notice to prospective vendors through outreach activities, website notices, and other means, regarding elimination of the SF 129 and encourage them to register with the CCR.

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.

If you have any questions regarding this policy release, please contact Office of Acquisition and Property Management staff members John K. Peterson on 202-208-7469 or Patricia Corrigan on 202-208-1906.