



File Code: 6320

Date: September 17, 2003

Subject: Central Contractor Registration (CCR) System

To: Current and Potential Contractors

Contractors currently doing business with Department of Agriculture (USDA) and potential vendors are encouraged to register in the Central Contractor Registration (CCR) System. The Forest Service is an agency of the USDA, and therefore this request applies to Forest Service contractors.

The CCR system is a component of the President's E-Government Strategy to integrate federal agency operations and information technology investments. The goal of E-Government is to eliminate redundant systems and significantly improve the government's quality of customer service for citizens and businesses. E-Government utilizes improved Internet-based technology to make it easy for citizens and businesses to interact with the government, save taxpayer dollars, and streamline citizen-to-government communications. More E-Government information can be found at [www.egov.gov](http://www.egov.gov).

We anticipate that, as of **October 1, 2003**, vendors doing business with the Federal Government will be required to register in CCR before they can be awarded contracts, blanket agreements, blanket purchase agreements or basic ordering agreements. Vendors with existing contracts, for which performance will continue after **September 30, 2003**, will also be required to register in CCR.

The exceptions to the proposed registration requirement are: purchases that use the government wide commercial purchase card as the purchasing mechanism; classified contracts; contracts awarded in the conduct of emergency operations; contracts to support unusual or compelling needs; award to foreign vendors for work performed outside the United States if it is impractical to obtain CCR. Information. A copy of the proposed rule can be found at <http://www.ccr.gov/>.

The CCR is designed to be a highly secure, single repository of vendor information. Vendors are able to register with identifying company information; including electronic funds transfer (EFT) data, and allows you to control the accuracy of your own business information. The data from your registration will be used for payment purposes, as well as by procurement for other business-related endeavors. A template containing the information necessary for registration can be found at <http://www.ccr.gov/handbook.cfm>. An excerpt of this is included for your information. Only authorized government financial and procurement officials will be able to access the proprietary and sensitive data. Annual renewal/update by vendors is necessary to remain active.

The preferred method for completing registration is via the World Wide Web at <http://www.ccr.gov/>. A handbook and other information are available at that site, including information on how to obtain a DUNS number, which is required to begin the registration process. The "[DUNS Number Guide for Government Vendors](#)" (pdf format) outlines a streamlined process for obtaining, free, of charge a DUNS number for the purpose of doing business with the Federal Government. Once a vendor has registered in CCR a Trading Partner Identification Number (TPIN) is mailed to the individual identified by the vendor as the CCR point of contact. The TPIN is very important, as it is required for any changes to the registration.

Although the final rule or actual implementation dates may change based on comments received, we strongly recommend early registration by vendors in CCR, as we do not anticipate substantial changes in the requirements regarding CCR. A notice to vendors recommending registration in CCR is available on

the USDA Procurement Homepage at [http://www.usda.gov/procurement/toolkit/webnotice\\_ccr.htm](http://www.usda.gov/procurement/toolkit/webnotice_ccr.htm).