



United States  
Department of  
Agriculture

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Farm and Foreign  
Agricultural  
Services

Farm Service  
Agency

Kansas City  
Commodity Office  
P.O. Box 419205  
Kansas City,  
Missouri  
64141-6205

## NOTICE TO THE TRADE

**TO: COMMODITY SUPPLIERS**

**SUBJECT: ANNUAL REPRESENTATIONS AND CERTIFICATIONS**

Effective January 1, 2005, the Federal Acquisition Regulation Part 4.12, requires prospective contractors to submit Annual Representations and Certifications via the Online Representations and Certifications Application (ORCA), a part of the Business Partner Network (BPN). This will eliminate the administrative burden for contractors to submit the same information to various contracting offices; and establish a common source for this information to procurement offices across the Government.

Prospective contractors shall complete electronic annual representations and certifications at <http://orca.bpn.gov> in conjunction with required registration in the Central Contractor Registration (CCR) database. The prospective contractors shall update the representations and certifications submitted to ORCA as necessary, but at least annually, to ensure they are kept current, accurate, and complete. The representations and certifications are effective until one year from date of submission or update to ORCA.

This Notice to the Trade supercedes any previous notices requiring annual representations and certifications.

Please direct any inquiries concerning this new requirement to the appropriate marketing specialist.

/s/

George W. Aldaya  
Director

