

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center of the seal is a shield with a map of the United States, and the word "USAID" is written in a large, bold, sans-serif font across the middle of the shield. There are three stars at the bottom of the seal.

**USAID**

**This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.**

**TITLE: CIB 91-27 CONTRACT INFORMATION BULLETIN 91-27**

Agency for International Development  
Washington, D.C. 20523

November 1, 1991

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: A-AA/FA, John F. Owens, Procurement Executive

SUBJECT: Use of Contractor Establishment Code (CEC) Number

**CONTRACT INFORMATION BULLETIN 91-27**

1. This notice supersedes CIB 91-20 and provides new procedures for obtaining the Contractor Establishment Codes (CEC) as required by Amendment 6 (October 1991) to the Federal Procurement Data System Reporting Manual dated October 1988. The new CEC numbering system replaces the Dun and Bradstreet Data Universal Numbering System (DUNS) previously used to identify contractors.

2. The CEC is an identification number required by the Federal Procurement Data Center (FPDC) to identify the contractor establishment receiving the reported award. The CEC is a nine character alpha-numeric code of which the first eight characters must be numeric. It is distinct from the Federal Taxpayer Identification Number (TIN) and from the Dun and Bradstreet Data Universal Numbering System (DUNS). There will be a phase over from DUNS to CEC numbers throughout the federal government during FY 1992.

Beginning in FY 1993 only CEC numbers will be used. Any necessary revisions will be made to the CIMS forms to reflect this change.

3. If the contractor cannot provide its contractor establishment code number, the contracting office should obtain one by the following methods:

Requests for five or fewer codes may be obtained by:

Telephone: 1-215-865-0204

Requests for more than five codes should be sent:

By Facsimile to 1-215-882-7295,  
or by mail to:

FPDC Department  
Dun and Bradstreet Information Services  
899 Eaton Avenue  
Bethlehem, PA 18025-0013

4. The following information is required by Dun and Bradstreet on each request for a CEC number:

- a. Name of Agency: Agency for International Development;
- b. Agency Code: 1152;
- c. Contracting Office Code: 11520;
- d. Name and telephone number of individual making the request; and
- e. Contractor establishment name, street address, city state, zip code, and telephone number (if available).

5. FPDC has established the following schedule for the implementation of the new CEC numbering system:

October 1, 1991 to December 31, 1991

Dun & Bradstreet will continue to provide the old contractor establishment numbers (DUNS).

December 1, 1991

Each Agency is required to issue a delivery order against the GSA contract with Dun & Bradstreet to establish a billing account to cover the costs of obtaining CEC numbers.

December 31, 1991

The 1-800-397-4472 telephone number of Dun Bradstreet will be discontinued.

January 1, 1992

Dun & Bradstreet will issue only the new CEC numbers.

6. FA/OP/PS/SUP will provide contracting offices with a list of contractors cross-referencing DUNS and CEC numbers. For further assistance in obtaining CECs contact:

FA/OP/PS/SUP  
AID/Washington, DC 20523-1418

Telephone: 703-875-1270  
Facsimile: 703-875-1027

7. FA/OP/PS/SUP is responsible for establishing the necessary delivery order for AID and will also provide the funding for the costs of obtaining CECs.