



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

**Acquisition  
Bulletin**

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**MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS**

**FROM:** Corey M. Rindner, Director  
Office of Procurement

**SUBJECT:** Adoption of the Central Contractor Registration System

**Background:** Most Treasury Department Bureaus obtain vendor data for registration with procurement and vendor financial data for electronic funds transfer (EFT) through manual processes involving multiple standard forms. The process is lengthy, labor intensive, expensive, ineffective and inefficient. To ensure that contractor payments are made correctly, it is imperative that finance and acquisition systems use the same vendor database and that the information in this database is current, accurate, and complete. This remains to be achieved.

The Central Contractor Registration (CCR) System offers an electronic Web-based or server-based database with the needed information for over 190,000 registered vendors. CCR is well established, well known, widely used, and provides for fast, free, and easy vendor registration. It is inexpensive for government agencies to use, and the data is current, accurate, and complete.

The ideal solution is to develop an electronic interface between the CCR database and an organization's procurement and/or financial system. However, until this can be effected, an organization may access the same data through a Web browser over the Internet.

The CCR system can significantly support the mandate of the Debt Collection Improvement Act of 1996 (DCIA) that imposed the need for government agencies to maximize the number of payments by EFT as opposed to check. The system also satisfies the mandate of the Government Paperwork Elimination Act of 1998 that requires that the federal government provide the option to United States businesses and citizens to provide information to the government electronically by October 2003. CCR implementation is required by the June 8, 2001 letter of Mitch Daniels, OMB Director, regarding Bush Administration management initiatives for e-government.

Whereas the Comptroller of the Currency (OCC) implemented use of the CCR system using electronic interfaces to its procurement and finance systems effective October 1, 2001, this AB does not apply to the OCC. The OCC has its own CCR policy and guidance established.

**Purpose:** This AB prescribes policies and procedures for requiring all Treasury Department contractors to register in the Department of Defense's (DoD) Central Contractor Registration database.

**Effective Date:** This AB became effective on January 10, 2002.

**Cancellation:** This cancels PIM 02-02

**Definitions:**

“Central Contractor Registration (CCR) database,” “Data Universal Numbering System (DUNS) number,” “Data Universal Numbering System+4 (DUNS+4) number,” and “Registered in the CCR database” are defined in the clause titled “Required Central Contractor Registration” (see Attachment 1).

**Policy:**

As of May 1, 2002, prospective contractors must be registered in the CCR database prior to award of a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, except for...

- (a) Purchases paid for with a Government-wide commercial purchase card;
- (b) Awards made to foreign vendors for work performed outside the United States;
- (c) Classified contracts or purchases (see FAR 4.401) when registration in the CCR database, or use of CCR data, could compromise the safeguarding of classified information or national security;
- (d) Purchases to support unusual or compelling needs of the type described in FAR 6.302-2 (However, vendors of such awards must register in order to receive payment);
- (e) Awards waived by the Bureau Chief Procurement Officer.

Vendors that have Treasury contracts, purchase orders, delivery orders, task orders, basic agreements, basic ordering agreements, or blanket purchase agreements which were awarded prior to the implementation of the policy stated above and that do not fall under any of the exceptions listed above, must register in the CCR database (a) as a condition of any non-termination modification action dated after April 30, 2002, or (b) by September 30, 2003, whichever shall occur first.

Treasury bureaus shall strongly encourage vendors to register in CCR, so that as bureaus achieve electronic interfaces between their internal systems and CCR, their vendors will already be registered, thereby decreasing administrative labor and costs.

Treasury clauses that are a part of this AB are required for use as is or in an equivalent version adapted to bureau specifics. Time frames and data essential to consistency across Treasury from a vendor's perspective must remain unchanged.

**Procedures - New Awards as of May 1, 2002:**

(a) Processing for contractor registration.

- (1) Except for exceptions listed in the Policy section of this PIN, the contracting officer must require each offeror to provide a DUNS number or, if applicable, a DUNS+4 number, with its verbal or written offer, regardless of the dollar amount of the offer. To require offerors to provide this information, the contracting officer should include the "Required Central Contractor Registration" clause (see Attachment 1) in all solicitations and contracts.
- (2) Before awarding a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, the contracting officer must verify that the prospective contractor is registered in the CCR database (but see paragraph (b) of this section). The contracting officer may verify registration using the DUNS number or, if applicable, the DUNS+4 number, by calling toll-free: 1-888-227-2423, commercial (616) 961-5757, or DSN 932-5757, or via the Internet at <http://www.ccr.gov>.
- (3) After the contractor for a Treasury contract is registered in the CCR database and the contracting officer has verified its registration, the contracting officer need not re-verify registration before placing an order or call under the contract or agreement.
- (4) The contracting officer must verify registration before placing an order or call under a non-Treasury contract or agreement. If the contractor is not registered, the contracting officer must follow the procedures in paragraph (b) of this section.

(b) Contractor non-registration.

- (1) If the contracting officer determines that a prospective contractor is not registered in the CCR database and an exception to the registration requirements for the award does not apply (see Policy section of this AB), the contracting officer must...
  - a. if the needs of the requiring activity allow for a delay, proceed to award after the contractor is registered; or
  - b. if the needs of the requiring activity do not allow for a delay, proceed to award to the next otherwise successful registered offeror, provided that written approval is obtained at one level above the contracting officer.

**Procedures - Existing Awards as of May 1, 2002:**

- (a) As a condition of any non-termination modification dated after April 30, 2002, contracting officers shall modify existing contracts, purchase orders, delivery orders, task orders, basic agreements, basic ordering agreements, or blanket purchase, that do not fall under any of the exceptions listed above, to...
  - (1) include the “Required Central Contractor Registration - Existing Contracts” clause or its equivalent (see Attachment 2);
  - (2) require the contractor to register in the DoD Central Contractor Registration database; and
  - (3) require the contractor to provide the contracting officer with confirmation once registration is complete. Alternately, confirmation may be by email, and need only confirm that registration has been completed and provide the CCR DUNS number or, if applicable, CCR DUNS+4 number.
- (b) Contracting officers shall not issue modifications to renew any contracts with option years, until the contractor registers in the CCR database.
- (c) Contracting officers shall, after receiving notification from a contractor that it has registered in CCR, verify that the contractor is in the CCR database. The contracting officer may verify registration using the DUNS number or, if applicable, the DUNS+4 number, by calling toll-free: 1-888-227-2423, commercial (616) 961-5757, or DSN 932-5757, or via the Internet at <http://www.ccr.gov>.
- (d) If a contractor with an existing contract, purchase order, delivery order, or task order refuses to register in the CCR database and the current performance period of that contract ends after September 30, 2003, or payments will be due after September 30, 2003, the contracting officer shall...
  - (1) continue to encourage the contractor to register in the CCR database;
  - (2) allow the contractor to continue performance;
  - (3) ensure the contractor’s invoices are paid, provided the contractor has supplied financial management with required EFT information; and
  - (4) not issue, if the contract has option years, a modification to renew the contract until the contractor registers in the CCR database.
- (e) If a contractor with an existing basic agreement, basic ordering agreement, or blanket purchase agreement refuses to register in the CCR database and the current performance period of the agreement ends after September 30, 2003, or payment will be due after September 30, 2003, the contracting officer shall...
  - (1) terminate the agreement effective October 1, 2003;

- (2) ensure the contractor's invoices are paid, provided the contractor has supplied financial management with required EFT information;

**Procedures – Miscellaneous:**

- (a) All individuals with access to contractor CCR information must protect against improper disclosure of that information.
- (b) Procurement officials administering participation of Treasury in the CCR System shall approve individual account access at the lowest level necessary for the individual to perform assigned duties.
- (c) The contracting officer must ensure that the contractor's DUNS number or, if applicable, DUNS+4 number, is included on contractual documents created by the bureau contract writing system, or by other means, for transmission to, and obligation in, the bureau financial system.
- (d) Through contractual language, the Contracting Officer must require that the Contractor's DUNS number or, if applicable, DUNS+4 number, is included on every invoice.
- (e) Following the Contractor's initial registration in CCR and receipt of any Treasury Department (excluding the Comptroller of the Currency) award of a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, the Contractor must directly notify the Contracting Officer of any of its changed mandatory business data in CCR within three business days of the change. CCR mandatory business data is defined in the CCR Handbook at [www.ccr.gov](http://www.ccr.gov).
- (f) Contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov>, from the Defense Electronic Business Program Office (Defense e-Business) at [contact.ccr@us.pwcglobal.com](mailto:contact.ccr@us.pwcglobal.com), from the CCR Assistance Center at 888-227-2423 or 616-961-4725, and from the Defense Logistic Information Service at [dliis\\_support@dliis.dla.mil](mailto:dliis_support@dliis.dla.mil).
- (g) Contractors such as some consultants and sole proprietorships that are small firms that would otherwise have no use for a Dun & Bradstreet (D&B) number, may use an alternative D&B registration method. If needing a D&B number principally for CCR registration, such a Contractor should call D&B toll-free at 800/333-0505, and clearly state that it is a very small business and simply needs a DUNS number for the purpose of CCR registration.
- (h) Treasury Procurement Central Contractor Registration System Internet page (active approximately January 30, 2002) will offer current information about Treasury's use of CCR. It is located at: <http://www.treas.gov/procurement/ccr>.

**Contract Clauses:**

Except as provided under the Policy section above, contracting officers must use the “Required Central Contractor Registration” clause or “Required Central Contractor Registration -- Existing Contracts” clause (see attachments), or their bureau-specific equivalents, as appropriate, in solicitations and contracts.

**Questions:** Contact Richard Miller by phone at (202) 622-8136, or by email at [Richard.Miller@do.treas.gov](mailto:Richard.Miller@do.treas.gov).

Attachments

## Attachment 1

### REQUIRED CENTRAL CONTRACTOR REGISTRATION -- NEW CONTRACTS (JAN 2002)

The United States Department of the Treasury has adopted the Department of Defense's Central Contractor Registration database as its database for contractor information. (This clause does not apply to the Treasury Bureau known as the Comptroller of the Currency.) Accordingly, the following requirements apply to this contract.

- (a) Definitions. As used in this clause --
- (1) "Central Contractor Registration (CCR) database" means the primary Department of Defense (DoD) repository for contractor information required for the conduct of business with DoD.
  - (2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.
  - (3) "Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying sub-units or affiliates of the parent business concern.
  - (4) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4, if applicable, is in the CCR database; the DUNS number has been validated; and all edits have been successfully completed.
- (b)
- (1) By submission of an offer, the offeror acknowledges the requirement that it must be registered in the CCR database prior to contract award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.
  - (2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.
  - (3) Lack of registration in the CCR database will make an offeror ineligible for award of a Treasury contract.
  - (4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method

other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

- (c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.
- (d) Following the Contractor's initial registration in CCR and receipt of any Treasury Department (excluding the Comptroller of the Currency) award of a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, the Contractor must directly notify the Contracting Officer of any of its changed mandatory business data in CCR within three business days of the change. (See the CCR Handbook at [www.ccr.gov](http://www.ccr.gov) for the current mandatory registration data fields, or contact the CCR Assistance Center at 888-227-2423 or 616-961-4725.)
- (e) Offerors and contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov>, from the Defense Electronic Business Program Office (Defense e-Business) at [contact.ccr@us.pwcglobal.com](mailto:contact.ccr@us.pwcglobal.com), from the CCR Assistance Center at 888-227-2423 or 616-961-4725, from the Defense Logistic Information Service at [dlis\\_support@dlis.dla.mil](mailto:dlis_support@dlis.dla.mil).
- (f) Contractors such as some consultants and sole proprietorships that are small firms that would otherwise have no use for a Dun & Bradstreet (D&B) number, may use an alternative D&B registration method. If needing a D&B number principally for CCR registration, such a Contractor should call D&B toll-free at 800/333-0505, and clearly state that it is a very small business and simply needs a DUNS number for the purpose of CCR registration.

(End of clause)



## Attachment 2

### REQUIRED CENTRAL CONTRACTOR REGISTRATION -- EXISTING CONTRACTS (JAN 2002)

The United States Department of the Treasury has adopted the Department of Defense's Central Contractor Registration database as its database for contractor information. (This clause does not apply to the Treasury Bureau known as the Comptroller of the Currency.) Accordingly, the following requirements apply to this contract.

- (a) Definitions. As used in this clause --
- (1) "Central Contractor Registration (CCR) database" means the primary Department of Defense (DoD) repository for contractor information required for the conduct of business with DoD.
  - (2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.
  - (3) "Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying sub-units or affiliates of the parent business concern.
  - (4) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4, if applicable, is in the CCR database; the DUNS number has been validated; and all edits have been successfully completed.
- (b)
- (1) The contractor agrees to register in the CCR database within 15 calendar days of the date of this modification (see Block 16c, Date Signed, on the SF30).
  - (2) During performance and through final payment of the contract, the contractor further agrees that (a) it will remain registered in the CCR database and (b) it will maintain its vendor record in the CCR with current, complete and accurate data.
  - (3) The contractor agrees that, after registering in the CCR database, it shall provide notification of its registration to the contracting officer along with its DUNS number or, if applicable, its DUNS+4 number. The contractor shall provide this confirmation within the 15 calendar day registration period specified in paragraph (b)(1) above.
  - (4) Lack of registration in the CCR database will make the contractor ineligible to receive payments under the contract and may make the contractor ineligible for

contract renewal.

- (5) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, the contractor should consider applying for registration immediately.
- (c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.
- (d) Following the Contractor's initial registration in CCR and receipt of any Treasury Department (excluding the Comptroller of the Currency) award of a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, the Contractor must directly notify the Contracting Officer of any of its changed mandatory business data in CCR within three business days of the change. (See the CCR Handbook at [www.ccr.gov](http://www.ccr.gov) for the current mandatory registration data fields, or contact the CCR Assistance Center at 888-227-2423 or 616-961-4725.)
- (e) Contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov>, from the Defense Electronic Business Program Office (Defense e-Business) at [contact.ccr@us.pwcglobal.com](mailto:contact.ccr@us.pwcglobal.com), from the CCR Assistance Center at 888-227-2423 or 616-961-4725, from the Defense Logistic Information Service at [dliis\\_support@dliis.dla.mil](mailto:dliis_support@dliis.dla.mil).
- (f) Contractors such as some consultants and sole proprietorships that are small firms that would otherwise have no use for a Dun & Bradstreet (D&B) number, may use an alternative D&B registration method. If needing a D&B number principally for CCR registration, such a Contractor should call D&B toll-free at 800/333-0505, and clearly state that it is a very small business and simply needs a DUNS number for the purpose of CCR registration.

(End of clause)