

APD ALERT

On-line Representations and Certifications Application (ORCA)



Purpose

The goal of this alert is to inform acquisition personnel about a new e-Government initiative called the Online Representations and Certifications Application (ORCA). ORCA was developed to replace most of the paper based Representations and Certifications (Reps and Certs) process, known as Section K, by creating an Internet application that allows user access 24/7. With the implementation of ORCA, contractors can enter their Reps and Certs information once for use on all Federal contracts.

Additionally, architect-engineer firms may voluntarily submit SF-330 Part II, Architect-Engineer Qualifications, through ORCA. However, the voluntary submittal of the SF-330 Part II in ORCA does not eliminate the requirement that a vendor submit this form to each agency for which it wants to be considered for projects that are not publicly announced.

The ORCA site can be found at <http://www.bpn.gov> and by clicking on "Online Reps and Certs Application" on the left side of the screen.

Policy

Federal Acquisition Circular (FAC) 2001-26 dated December 20, 2004, makes the use of ORCA mandatory effective January 1, 2005.

How does this affect me?

Contracting Officers (CO) must ensure these solicitation provisions are replaced with a single clause that directs their vendors to complete the online provisions in ORCA. Notwithstanding limited exceptions, CO's will need to modify open solicitations to include the appropriate ORCA provisions. Agency-specific provisions and solicitation-specific provisions not included in ORCA will still have to be included in solicitations. No longer are acquisition personnel required to keep a paper copy of the ORCA record in the contract file.

Vendors who do not have access to the Internet or feel they need extra Internet help should be advised to contact the closest Procurement Technical Assistance Center (www.dla.mil/db/procurem.htm).

If you have questions regarding ORCA issues, please contact Armenda G. Daye at 301-504-1734 or e-mail at: adaye@ars.usda.gov.

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