

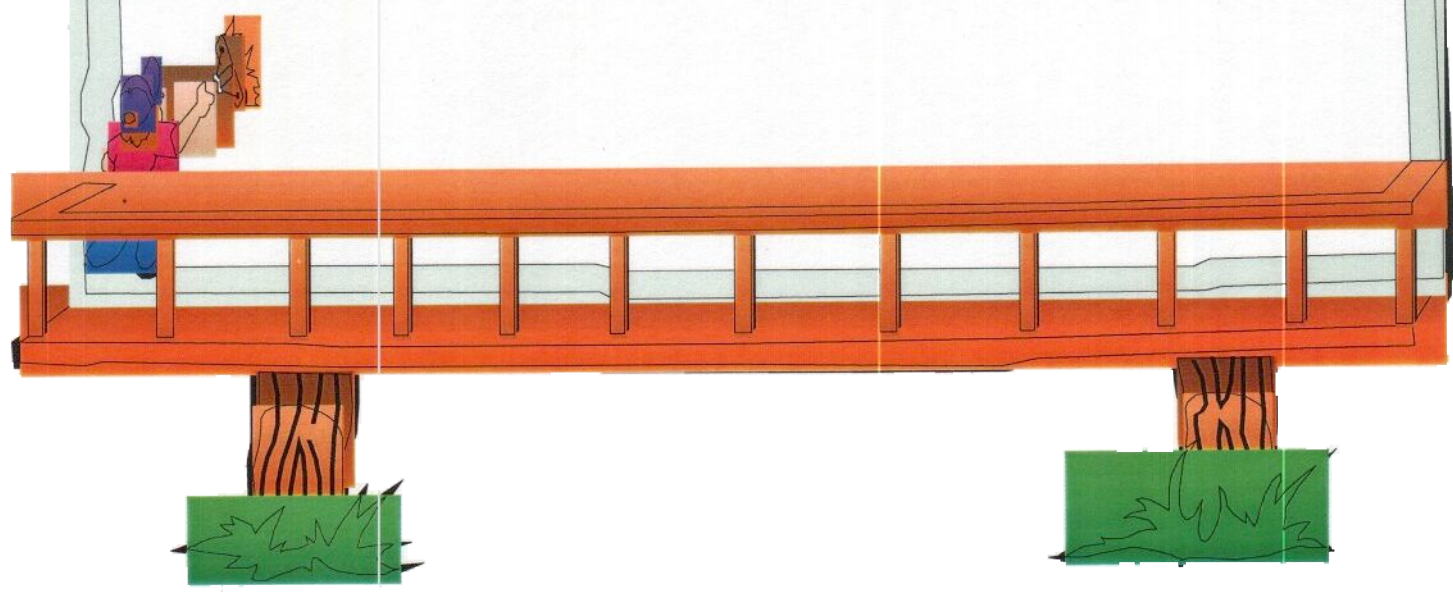


**HEADQUARTERS
POLICY FLASH
POLICY FLASH 2004-19**

DATE: June 17, 2004
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: **Central Contractor Registration (CCR) and Awards**

SUMMARY: This Policy Flash provides information on incorporating the requirements for CCR registration into solicitations and contracts.



POLICY FLASH 2004-20

Background

Policy Flashes 2003-05, 2003-12, and 2003-27 provided information on the new requirement for contractors to register in the CCR (with limited exceptions). This requirement became effective on October 1, 2003. The CCR eliminates the need to maintain paper-based sources of contract information and provides contracting officers and financial office personnel access to contractor data and industry information via the internet. This Flash provides guidance on including CCR requirements in solicitations and contracts. The contracting officer shall not award a contract to an offeror not registered in the CCR unless the acquisition is exempt under FAR 4.1102.

Requirement

CCR requirements are found in FAR Part 4, with a corresponding clause at FAR 52.204-7, which must be included in solicitations and contracts. The clause provides that by submission of an offer, the offeror acknowledges the requirement to be registered in the CCR prior to award and to remain so during any resulting contract through final payment. Subparagraph (d) of FAR 52.204-7 requires contracting officers to proceed to the next otherwise successful registered offeror if an unregistered offeror does not become registered in the CCR in the time prescribed by the contracting officer.

Absent guidance from contracting officers, some offerors could inadvertently fail to meet this registration requirement, which could cause significant delays, inconveniences, and/or loss of award.


Changes to Work Processes

1) Contracting officers should inform all prospective offerors of the requirements of FAR 52.204-7, "Central Contractor Registration," by:

- ✓ including a CCR registration requirement notice to offerors in solicitation cover letters;
- ✓ considering, where appropriate, requiring a written acknowledgement from the offeror of its registration in the CCR; and
- ✓ including the full text of FAR 52.204-7 in Section I of the solicitation.

2) Prior to award, unless the acquisition is exempt under FAR 4.1102, the contracting officer must check the CCR database at www.ccr.gov to verify the selected offeror is in the database and document the file with the date of the review. If the offeror is not registered, the contracting officer shall follow the guidance at FAR 4.1103(c).

Please contact Jackie Kniskern at (202) 586-8189 or jacqueline.kniskern@hq.doe.gov with any questions.


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cc: PPAG Members