Electronic Submissions of the SF 330 Part II

Question: Where can the SF 330 Part II be submitted electronically?
Answer: The SF 330 Part II has been incorporated into the Online Representations and Certifications Application (ORCA). The ORCA link can be found at www.bpn.gov.

Question: What is ORCA?
Answer: ORCA is an e-Government initiative that has been developed to replace the paper based Representations and Certifications (Reps and Certs) process. Previously, vendors had to submit Reps and Certs for each individual large purchase contract award. Now, using ORCA, a contractor can enter their Reps and Certs information once for use on all Federal contracts. This site not only benefits the contractor by allowing them to maintain an accurate and complete record but also the Contracting Officer as they can view every record, including archives, with the click of a mouse.

Question: Why was the SF 330 Part II incorporated in to ORCA?
Answer: To ease the burden on vendors, the Army Corps of Engineers determined that the qualifications of A-E firms could be easily submitted via an electronic method. ORCA was chosen as the place to collect and store the 330 Part II information. Now a vendor can enter ORCA at any time and supply both their reps and certs and 330 Part II information. Since the site is available 24/7 the vendor can enter, update or change any of their information with the click of a mouse. If there is no change to the information posted, a company record remains active for 365 days. When a change is made, that record is archived and the current record becomes activated and the expiration date is reset for another 365 days. This reduces time spent and paper collected by both the government and the vendor.

Question: When can we begin using ORCA?
Answer: The collection of the SF 330 Part II information via ORCA will begin on June 23, 2004. A recent notice in FedBizOpps alerted A-E vendors of this new process.

Question: Do I have to register my SF 330 Part II information in ORCA?
Answer: Submission of the SF 330 Part II through ORCA is *voluntary*. However, it will increase a firm's visibility in the Federal marketplace and may lead to opportunities for contracts that are exempt from public announcement.

Question: What is needed to register in ORCA?
Answer: Two things are needed prior to registration in ORCA; an active registration in CCR and an MPIN.

Question: What is an MPIN?
Answer: A **Marketing Partner ID (MPIN)** acts as a password ORCA (and other systems such as FedTeDs and PPIRS). The MPIN must have 9 digits containing at least one alpha character (can be entered in upper or lower case) and one number (no spaces or special characters permitted). The MPIN is created, by the vendor, in their CCR record. The MPIN can be found on the bottom of the "Points of Contact" page to "MPIN". For more information on entering your MPIN visit CCR's homepage at www.ccr.gov.

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Question: How do I enter my information into ORCA?
Answer: ORCA is set up as a questionnaire. There are a total of 26 questions, and depending on your company information provided in CCR certain questions will be pre-populated with your answers. An ORCA handbook, is available on the homepage.

Question: On ORCA, I don't see a direct link to the SF 330 Part II information. Where do I add my information?
Answer: Question number 26 on the ORCA questionnaire collects all SF 330 information. However, you must all the other answers on the questionnaire, not just #26

Question: Do I have to answer all the Reps and Certs questions or just provide SF330 Part II information?
Answer: Yes, you must answer all the Reps and Certs in order to provide any SF330 Part II information.

Question: Who can see the information I put in ORCA?
Answer: ORCA was designed to assist government contracting personnel with contract awards, however, all the information submitted to ORCA can be viewed in a read-only format by the public.

Question: How do I access CCR?
Answer: CCR can be found on the web at www.ccr.gov

Question: What is the difference between and MPIN and a TPIN?
Answer: The **Trading Partner Identification Number (TPIN)** is a confidential password provided to the vendor upon activation in CCR. The TPIN, when used in conjunction with the DUNS number, gives a vendor access to their entire registration - including EFT. The TPIN sent to the person listed as the "CCR Point of Contract" under the "Points of Contact" tab in the CCR. The vendor needs to use this TPIN in order to update and/or renew their registration. The TPIN is never provided to or used on government paperwork or contracts. If the TPIN has been compromised the vendor is to contact the CCR Assistance Center at 888-227-2423 or 269-961-4725

The **Marketing Partner ID (MPIN)** is a personal code that allows the vendor to access government applications such as the Past Performance Information Retrieval System (PPIRS), FedTeDS and ORCA. The MPIN acts as a password in these other systems, and should be guarded as such. The MPIN must have 9 digits containing at least one alpha character (can be entered in upper or lower case) and one number (no spaces or special characters permitted). To create a MPIN in an active registration in CCR the vendor need to go to CCR Homepage (www.ccr.gov) and click on "Update or Renew Registration using TPIN". Once in the registration they need to click on the tab "Points of Contact" and scroll down to the bottom of the page to "MPIN". They enter their MPIN in the field provided and then submit their registration. The MPIN can be changed at any time, by the vendor, but they must remember to allow approximately 12 hours for the other systems to be notified of the change.