



MAY 24 2005

GSA Office of the Chief Acquisition Officer

GSA Acquisition Letter V-05-05

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM:

DAVID A. DRABKIN  05/24/05  
SENIOR PROCUREMENT EXECUTIVE  
OFFICE OF THE CHIEF ACQUISITION OFFICER

SUBJECT:

Central Contractor Registration Automation in Pegasys

1. Purpose. GSA is proceeding with the automation of the Central Contractor Registration (CCR) in Pegasys. The integration of CCR contractor data into Pegasys is accomplished through the Central Contractor Registration Connector (CCRC). This Acquisition Letter transmits the new policy and procedures that will be required following the implementation of the automation process on April 5, 2005.

2. Background. On October 1, 2003, the Federal Acquisition Regulation (FAR) was amended to require contractor registration in the CCR database prior to award of any contract, basic agreement, basic ordering agreement or blanket purchase agreement. Contractors are to provide basic contractor data relating to procurement, payment and billing transactions. Contracting Officers were also required to modify existing contracts and agreements to implement CCR changes by December 31, 2003, for performance or payment requirements extending beyond December 31, 2003. FAR Section 4.1102 lists the exceptions to CCR registration.

3. Effective Date. Date of this letter.

4. Termination Date. This Acquisition Letter will expire one year from the effective date unless cancelled or extended.

5. Applicability. This Acquisition Letter applies to all GSA contracting activities and to all contracts GSA issues, including those used by other agencies. Each service should take appropriate steps to communicate and implement the policy set forth in paragraph 7.

6. Reference to regulations. FAR Subpart 4.11.

7. Instructions/procedures. GSA contracting activities shall comply with the attached memorandum issued by the GSA Chief Financial Officer and the Chief Acquisition Officer, Subject: Central Contractor Registration Automation in Pegasys (Attachment).

Attachment



MEMORANDUM FOR HEADS OF SERVICES AND STAFF OFFICES  
REGIONAL ADMINISTRATORS

FROM: KATHLEEN M. TURCO *Kathleen M. Turco*  
CHIEF FINANCIAL OFFICER (B)

EMILY W. MURPHY *Emily W. Murphy*  
CHIEF ACQUISITION OFFICER (V)

SUBJECT: Central Contractor Registration Automation in Pegasys

GSA has upgraded to Pegasys version 5.1 and is now proceeding with the automation of the Central Contractor Registration (CCR) in Pegasys. This memorandum serves to update you on the new policy and procedures that will be required following the implementation of the automation process on April 5, 2005.

As you are aware, on October 1, 2003, the Federal Acquisition Regulations (FAR) were amended to require contractor registration in the CCR database prior to award of any contract, basic agreement, basic ordering agreement or blanket purchase agreement. Contractors are to provide basic contractor data relating to procurement, payment and billing transactions. Contracting Officers were also required to modify existing contracts and agreements to implement CCR changes by December 31, 2003, for performance or payment requirements extending beyond December 31, 2003. The integration of this CCR contractor data to Pegasys is accomplished through the Central Contractor Registration Connector (CCRC). The CCRC will serve as an automated interface tool by which Pegasys receives contractor updates from CCR.

Attached are detailed procedures that provide specific guidance and instructions to contracting officers on CCRC operations. Please distribute the attachment to the appropriate personnel in your respective service or staff office. These procedures were developed after consultation with CCR and Dun & Bradstreet officials and the United States Department of Treasury (Treasury).

Questions regarding FAR-based contracts or concerning FAR regulations should be referred to Michael O. Jackson in the Contract Policy Division at (202) 208-4949. For questions regarding the above memorandum, please contact Norma Tolson at (202) 208-0584 or your customer service representative in the applicable Finance Center.

Attachment

## Central Contractor Registration

### General Information:

On October 1, 2003, the Federal Acquisition Regulations (FAR) were amended to require contractor registration in the CCR database prior to award of any contract, basic agreement, basic ordering agreement or blanket purchase agreement. Contractors are to provide basic contractor data relating to procurement, payment and billing transactions. Contracting Officers were also required to modify existing contracts and agreements to implement CCR changes by December 31, 2003, for performance or payment requirements extending beyond December 31, 2003. The integration of this CCR contractor data to Pegasys is the Central Contractor Registration Connector (CCRC). The CCRC will serve as an automated interface tool by which Pegasys receives contractor updates from CCR.

The government contractor is responsible for the accuracy and completeness of the data within the CCR database and for any liability resulting from the Government's reliance on inaccurate or incomplete data (FAR 52.204-7). After publishing contractors initially, CCRC captures any changes to the selected contractors and automatically transfers on a daily basis all relevant data elements to keep contractor data in Pegasys current (e.g., legal name, physical street address, Doing Business As (DBA) name, remit to address and banking information). It should be noted that the remit to point of contact in CCR and remit to name in Pegasys do not have the same meaning. The remit to point of contact/name in CCR is simply part of an address for mailing checks in case the government is unable to make payment by Electronic Funds Transfer (EFT). The remit to name in Pegasys is the payee on the check. For these reasons, it is not a requirement that the remit to point of contact/name in CCR match the remit to name on the GSA Form 300, other ordering document or Electronic Data Interchange (EDI) record. The remit to name on the ordering document should match the name in the contract, whether it is the legal name or DBA name.

### Procedures:

The Contracting Officer will:

1. Verify that a contractor has registered before awarding (or modifying) a contract (includes basic agreement, basic ordering agreement, or blanket purchase agreement). The Contracting Officer must verify in CCR, by Data Universal Number System (DUNS) or DUNS+4 number, the contractors exact legal business name, DBA name (if any), physical street address and socio-economic status at a minimum prior to award of the contract via the Internet at [www.ccr.gov](http://www.ccr.gov) or by calling toll-free: (888) 227-2423, [commercial: (269) 961-5757] or through GSA's CCR repository. Access to the repository will require an Oracle Database Connection (ODBC) process along with a user id and password issued by Gregg Rovinsky of the Systems Programming Branch at (202) 501-2908.

Attachment

2. Include a DUNS/DUNS+4 Number in the contract for FAR-based contracts **only**. A Contracting Officer should specifically **exclude** a DUNS/DUNS+4 number for non-FAR based contracts. Including a DUNS/DUNS+4 number with a non-FAR based contract may lead to improper updating of information in the Pegasys vendor files and to issuance of erroneous payments. The Finance Center will differentiate between FAR and non-FAR based contracts by establishing different vendor address codes.
3. Retrieve Taxpayer Identification Number (TIN) and search Pegasys to determine if an address code exists that is CCR enabled (existing DUNS/DUNS+4). If no code exists, request that a new address code be established by the Finance Center for CCR compliance.
4. Provide the Finance Center with DUNS/DUNS+4 number to retrieve contractor information from CCR.
5. Follow-up with contractor to correct or change CCR or contract information according to the attached supplemental procedures.
6. Ensure that the legal name in Block 7 and remit to name in Block 12 of GSA Form 300, other ordering document or EDI record **match exactly**. Please do not include lockbox names in block 12 of the remittance information.

The Finance Center will:

1. Use the DUNS/DUNS+4 number to retrieve contractor information from CCR, including TIN, legal name, physical street address, remit to address, DBA if applicable and EFT information. If a Contracting Officer provides a TIN or remit to address that does not match CCR, the finance center will use the TIN and remit to information in CCR and the Contracting Officer will be notified accordingly.
2. Enable contractors for CCR automatic updates if DUNS/DUNS+4 number is provided by the Contracting Officer.
3. Establish new vendor address code if necessary and enable for CCR.
4. Return immediately any order if information does not match CCR records for legal name, DBA name, physical street address and EFT data. The Contracting Officer will be responsible for resolution in accordance with the supplemental procedures.
5. Process payments if the order, invoice and CCR records match. If information does not match, the Finance Center will suspend payment in accordance with FAR and notify the Contracting Officer who will resolve matter with the contractor.
6. Notify Contracting Officer of any novations, name changes or assignments taking place through CCRC updates. Suspend payment if Contracting Officer determines that the contractor has made any improper novations, name changes or assignments. The Contracting Officer is responsible for resolution with the contractor.
7. Return any Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) to the contractor if vendor address code is CCR enabled and request that contractor update CCR. If the contractor has vendor address codes that are not CCR enabled, Finance will honor Form 3881 for those codes.

## Supplemental Procedures:

### **Contractor changes legal name**

It is a requirement of CCR that the legal name in CCR must match Dun & Bradstreet DUNS record **exactly**; there are no exceptions. If information does not match exactly, CCR will reject the registration (see attached CCR Handbook). Minor punctuation differences such as a comma or period may be ignored; however all other data elements must match the CCR record precisely. GSA has consulted with Treasury and been informed that there are no prescribed regulations regarding abbreviations or acronyms; however, the information must match exactly on the offer and in the CCR record.

The following procedures should be followed for a Contractor that has changed its legal name:

1. Contractor notifies Contracting Officer of intent to change legal name. Contractor provides documentation to support legal name change to Contracting Officer according to timeline established by Contracting Officer (FAR 4.1102).
2. Contracting Officer ensures that documentation to support legal name change has been submitted and is sufficient (FAR 4.1102).
3. Contracting Officer processes modification for name change into financial system or subsystem or notifies the appropriate office responsible for the data entry.
4. Contractor calls Dun & Bradstreet customer service with a request for a legal name change (Dun & Bradstreet has special telephone service at (866)-705-5711 and web forms at <https://eupdate.dnb.com/requestoptions/government/ccreg/> for Federal Government contractors to ensure prompt, free service). Legal name must exactly match documentation submitted to Contracting Officer.
5. Dun and Bradstreet processes legal name change in DUNS record and sends automatic notification to CCR to update legal name in CCR.
6. CCR updates legal name change.
7. Updated Contractor legal name is downloaded into Pegasys vendor records through CCRC routine.
8. Since the Finance Centers do not automatically receive documentation to support name changes from the Contracting Officers, all name changes identified in the CCRC routine will be reported to the Contracting Officer.

If the Contracting Officer determines that an improper legal name change has taken place, the Contracting Officer notifies Finance Center to enforce suspension of payment clause until matter is resolved by Contracting Officer (FAR 4.1102). Contracting Officer is responsible for informing the Finance Center when matter is resolved.

### **Contractor changes physical street address**

It is a requirement of CCR, that the physical street address in CCR must match the Dun & Bradstreet DUNS record. If the information does not match, CCR will reject registration. Information must match precisely; however, commonly used address abbreviations prescribed by the United States Postal Service do not constitute a mismatch from the spelled out names. Examples are "Ave" for Avenue, "St" for Street and City and State names. The Contracting Officer has the right to require the contractor to update CCR or the offer if he/she believes that the aforementioned differences may cause confusion as to the stated address.

The following procedures should be followed for a Contractor that has changed its physical street address:

1. Contractor notifies Contracting Officer of intent to change address.
2. Contracting Officer processes a contract modification to reflect new address.
3. Contractor calls Dun & Bradstreet Federal customer service at the above number or via the Federal website shown above with a request for an address change.
4. Dun and Bradstreet processes address change in DUNS record and sends automatic notification to CCR to update address in CCR.
5. CCR updates address change.
6. Updated address is downloaded into Pegasys through CCRC routine.

### **Contracting Officer discovers that legal name or physical street address on offer and CCR do not match**

The Contracting Officer has two choices:

1. Request offeror to amend offer so that it matches exactly the CCR record; or
2. Request offeror to update CCR record to match the offer by contacting DUN & Bradstreet customer service to correct legal name and/or physical street address in DUN & Bradstreet records. Legal Name and physical street address should exactly match the offer. DUN & Bradstreet will process request and send automatic update to CCR.

### **Contracting Officer discovers that DBA name on offer and CCR do not match.**

1. Request offeror to amend offer so that it matches exactly the CCR record.
2. Request offeror to update CCR record to match offer.