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MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

THRU: ANTHONY COSTA 
DEPUTY COMMISSIONER, PBS - PD

FROM: CHRISTOPHER REUTERSHAN 
ASSISTANT COMMISSIONER FOR OFFICE OF NATIONAL
CUSTOMER SERVICES MANAGEMENT - PQ

SUBJECT: Central Contractor Registration

1. Purpose. This Realty Services Letter (RSL) requires Offerors and Lessors to register using the Central Contactor Registration. It provides language to incorporate into existing lease contracts when possible and issues an update to the General Clauses, GSA Forms 3517, 3517A, 3517B, 3517C, for all new leases.
2. Background. The Office of the Chief Acquisition Officer has mandated that all Lessors register in Dun & Bradstreet, Data Universal Numbering System (DUNS) and the Central Contractor Registration System (CCR). The GSA Forms 3517, 3517A, 3517B, 3517C must be modified to reflect this requirement.
3. Effective Date/Expiration Date. These instructions are effective immediately for all new and existing leases and will expire 12 months from the date of issuance, unless extended.
4. Cancellation. RSL PQ-2004-01, *Revised Leasing Forms*, is canceled.
5. Applicability. This RSL applies to all real property leasing activities.
6. Instructions/Procedures. Detailed guidance is included in Attachment 1. The following is a summary of attachments:
 - a. Attachment 1 – Instructions for Implementation of Central Contractor Registration and
 - b. Attachment 2 – General Clause, Central Contractor Registration.

Attachments

INSTRUCTIONS FOR IMPLEMENTATION OF
CENTRAL CONTRACTOR REGISTRATION

1. Forms. The General Clauses, GSA Forms 3517, 3517A, 3517B, 3517C, are revised by this Realty Services Letter (RSL) to include 52.204-7, Central Contractor Registration (OCT 2003) (VARIATION). The forms, however, due to their significant length, are not attached to this RSL. Electronic versions may be accessed and downloaded from the Internet at <http://www.gsa.gov/leasingform> and from GSA InSite at <http://insite.pbs.gsa.gov/PQ/PQC/default.asp>.
2. New Leases. To comply with the mandate to ensure all Contractor information is accounted for in the Federal Procurement Data System – Next Generation, the Office of the Chief Acquisition Officer has mandated that all of our Lessors register with Dun & Bradstreet, Data Universal Numbering System (DUNS) and in the Central Contractor Registration System (CCR), immediately.
 - a. Realty professionals shall assure that all lease requirements awarded after the date of this RSL incorporate the General Clause, Central Contractor Registration (Attachment 2), or the appropriate July 2005 GSA Form 3517, 3517A, 3517B, or 3517C as modified to incorporate the clause. Further, the Contracting Officer must verify the Lessor has obtained a valid DUNS number and is registered in CCR prior to award.
 - b. Realty professionals must include in negotiations a discussion with Offerors emphasizing the importance of registering with Dun & Bradstreet and in CCR, answer their questions about obtaining a DUNS and completing the one-time registration in CCR, and inform them that CCR registration requires annual updating in order to maintain an active CCR status.
2. Existing Leases.
 - a. Realty professionals shall incorporate the Central Contractor Registration clause into the lease and verify that the Lessor is registered with Dun & Bradstreet and in CCR whenever existing lease contracts are supplemented, modified, or amended due to changes in term, rent, or square footage. This includes any and all lease amendments or modifications that -
 - i. Increase or extend the term due to:
 - (a) An extension,
 - (b) A succeeding lease action,
 - (c) A superseding lease action, or
 - (d) Exercising of a renewal option.
 - ii. Modify the rent due to:
 - (a) An operating cost escalation or
 - (b) A tax pass-through payment.

iii. Increase or decrease the Government's leased area.

3. Changes in Ownership/Lessor Name.

- a. Whenever there is a change in ownership, a change in the Lessor's name, and/or whenever the Lessor must comply with Federal Acquisition Regulation 42.12, *Novation and Change-of-Name Agreements*, a revised GSA Form 3518, *Representations and Certifications*, must be completed, signed/initialed, submitted by the new entity and made part of the lease agreement. Realty professionals shall verify that the change in ownership or the change in the Lessor's name is registered with Dun & Bradstreet and in CCR.
- b. Once a Contractor has registered with Dun & Bradstreet and in CCR the individual processing the change will verify an active registration in CCR by performing the following check on the internet:
 - Go to CCR's Homepage at <http://www.ccr.gov>.
 - Click on "Search CCR Database".
 - To find a specific vendor, enter the DUNS number or company name. Or enter a combination of criteria, for example SIC and Zip code or SIC and Woman Owned. Then Click the "Search" button.
 - When the record(s) appears, click on the DUNS number to view the rest of the registration.
 - The status and expiration date of the registration is listed in green at the top of the screen.
 - Repeat as necessary.

4. GSA Form 620, *Lease Digest*. For all lease supplements, modifications, or amendments, including modifications due to changes in ownership or changes in Lessor name, a GSA Form 620 shall be generated with the revised name and address information along with the new entity's proper DUNS. In addition, the lease number and revised Lessor information shall be provided to the regional FPDS-NG coordinator to update FPDS-NG.

GENERAL CLAUSE
CENTRAL CONTRACTOR REGISTRATION

52.204-7 Central Contractor Registration (OCT 2003) (VARIATION)

(a) Definitions. As used in this clause—

“Central Contractor Registration (CCR) database” means the primary Government repository for Contractor information required for the conduct of business with the Government.

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

“Offeror,” means the owner of the property offered, not an individual or agent representing the owner.

“Registered in the CCR database” means that—

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record “Active.”

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered with D&B and in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation.

(2) The offeror shall enter in the appropriate block, on the GSA Form 3518 entitled *Representations and Certifications* the legal entity’s name and address, followed by the DUNS or DUNS +4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The 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. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the

CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, the Contractor shall comply with the requirements of Subpart 42.12 of the Federal Acquisition Regulations (FAR) and provide the responsible Contracting Officer a fully revised and initialed/signed GSA Form 3518 entitled *Representations and Certifications* along with written notification of its intention to (A) change the name in the CCR database; and (B) provide the Contracting Officer with sufficient documentation to verify and confirm the legally changed name or change in ownership.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims. Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.