

TMA Procedures, Guidance, and Information (PGI)

TMA PGI 204 - ADMINISTRATIVE MATTERS

(Revised May 21, 2012)

204.12 - Annual Representations and Certifications

204.12-90 - Annual Representations and Certifications

- (1) TRICARE Acquisition Directive – None
- (2) Overview – The Federal Acquisition Regulation (FAR) [Subpart 4.12](#) requires contractor submission and maintenance of representations and certifications through the Online Representations and Certifications Application (ORCA), the e-Government system developed to replace the paper based annual representations and certifications found in Section K of solicitations. This computer-based system is used by TMA to verify vendor's registration as part of the procurement process.
- (3) The Contracting Officer (CO) is responsible for checking ORCA for representations and certifications to ensure contractors are registered and for referencing the date of ORCA verification in the contract file before awarding a contract. Typically, the CO documents this verification in the Price Negotiation Memorandum.
- (4) If the prospective contractor is not registered, the CO shall contact the vendor to request the vendor enter his or her representations and certifications in ORCA.
- (5) If the prospective contractor information in ORCA is incorrect, the CO shall contact the vendor to request that the vendor update the representations and certifications in ORCA.
- (6) The CO's method of accessing ORCA differs by TMA contracting office.
 - a. Contract Operations Division – Aurora: The CO or designee, access ORCA through the contract writing system, PRISM. The following steps are required to verify the vendor's information:
 - i. Log-in to PRISM;
 - ii. Select "Open" from Documents;
 - iii. Select a draft award;
 - iv. Select "Vendor" from the main page of draft award;
 - v. Select "ORCA" from the top of the page;
 - vi. View the vendor's record; and

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- vii. Reference the date of ORCA verification in the contract file or include a copy of the ORCA record.

 - b. Contract Operations Division – Falls Church and the Uniformed Services University of the Health Sciences: The CO or designee, checks the ORCA website to verify the vendor’s information. The following steps are necessary to verify the vendor’s information:
 - i. Access ORCA at <http://orca.bpn.gov>;
 - ii. Select “Search” from the red bar located at the top of the page;
 - iii. Select “Current Search” or “Archive search”;
 - iv. Enter the vendor’s DUNS number and selecting “Search”;
 - v. Locate the vendor’s record; and
 - vi. Reference the date of ORCA verification in the contract file or include a copy of the ORCA record.
- (7) For more information, contact the ORCA [helpdesk](#).