

NOTICE

Effective January 2005, all offerors for Federal projects must provide their representations and certifications electronically via the BPN website: <http://www.bpn.gov/>. Refer to the Federal Acquisition Provision 52.204-8 *Annual Representations and Certifications (Jan. 2005)* in Section D, Page 1.

- Contractors must complete information in the Central Contractor Registration (CCR) site before entering the On-Line Representations and Certifications Application (ORCA).
- Contractors must wait 24 hours after submitting their CCR record to complete the ORCA questionnaire.
- Contractors must create a Marketing Partner Identification Number (MPIN) in CCR. Contractors will need their MPIN and Data Universal Numbering System (DUNS) to register in ORCA.
- If you are having trouble accessing the ORCA site, please contact the help desk for assistance at <http://orca.bpn.gov/feedback.aspx>
- If you are unable to provide your representations and certifications in ORCA, please notify this office at CFLContracts@fhwa.dot.gov no later than 7 days before the bid opening date.

VENDOR INSTRUCTIONS

Before Starting Your Application

Before you can enter ORCA you must:

- Have an active registration in Central Contractor Registration (CCR)
- Have the MPIN from your active registration
- Know your DUNS number

Registration in CCR: Before entering ORCA you must have an active registration in CCR. To determine if you have an active registration visit CCR's homepage at www.ccr.gov and click on "Search CCR" found on the left side of your screen. If you have an active registration, then you can begin your ORCA record. If you do not have an existing active registration in CCR, then complete one at this website before beginning your ORCA records. Reminder: There is no cost involved with registering in CCR. When registering in CCR make sure to use 2002 NAICS codes and not 1997 NAICS codes. You may begin your ORCA questionnaire 24 hours after submitting your CCR record. Twenty-four hours is needed because CCR data is used to feed basic company information into ORCA. To determine if your registration is activated, use the search function mentioned above.

Marketing Partner Identification Number (MPIN): The Marketing Personal Identification Number (MPIN) is a 9-character code containing at least one alpha character and one number (no special characters or spaces). The MPIN is created, by you, in your company's CCR record and acts as a password for other various government systems, including ORCA. The MPIN is the last data field in the "Points of Contact" section of the CCR registration. Once you have entered your new MPIN into CCR, it will take 24 to 48 hours to update. After that, you may begin your registration in ORCA. Go to www.ccr.gov if you need more information on setting up your MPIN.

If you are not registered in CCR, please go to www.ccr.gov and complete a registration. If you have an active registration but do not know your MPIN, please contact the person who submitted your company's CCR registration for the information. If you do not know whom that person is then contact the CCR helpdesk at 888-227-2423 for assistance.

In addition, a DUNS number is needed, in conjunction with the MPIN, to enter the ORCA system. If you have an active record in CCR then you have a DUNS number. You can view your active CCR record to determine your DUNS number, or if you have questions or problems with your DUNS please read the following:

***Data Universal Number System (DUNS) Number:** The Data Universal Numbering System (DUNS) number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 1-866-705-5711 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. If you already have a DUNS number, the D&B representative will advise you over the phone.

DUNS +4: The use of DUNS+4 numbers to identify vendors is limited to identifying records for the same vendor at the same physical location. The +4 should only be used in ORCA if you registered your company that way in CCR.

HOW TO ENTER YOUR APPLICATION

If you are new to the process it is recommend that you print off the “Definition of Terms” located in Appendix A.

- Start at <http://orca.bpn.gov>
- Enter your DUNS number and MPIN, click “**Submit**”
 - Please note that after 20 minutes of inactivity on one page your registration will time out and all data will be lost.
 - If you entered a valid DUNS number/MPIN combination, your existing information from CCR is pulled and displayed for your review.
 - Review the displayed CCR information. If correct, click “**Create ORCA Record**”.
 - If your CCR data is incorrect, then visit www.ccr.gov and update your registration. Reminder: updates to CCR take 24 to 48 hours to complete and be displayed on ORCA.
- Confirm your ORCA POC and change if necessary. Click “**Continue**”.
- Questionnaire begins. Answer all the questions. To have text you entered in the questionnaire saved in questionnaire click “**Add**”. Click “**Continue**” when finished.
 - In a few places throughout the questionnaire, you may find questions are marked with “Reserved”. Because of certain company, information provided in your CCR record the question normally asked is no longer applicable to you. Continue on to the next question.
- Review your answers by reading the actual FAR clauses that contain your responses. If you would like to make any changes click on the check box or displayed answer to be brought back to the original question. When finished making the changes click “**Continue**” to get back to the review.
 - Remember to review and click the check boxes on the read-only clauses of 52.203-11, 52.227-6, and 52.222-38. These are the first three clauses on the review page.
- When satisfied with all your answers, scroll to the bottom of the screen and be sure to certify that your answers are true by clicking the check box. When finished, click “**Submit Certification**”.
- Download a .pdf copy of your completed Reqs and Certs record for your files.
 - Please note that the information stored in an active ORCA record is considered unrestricted and is searchable by the public using the DUNS number.

You will receive an email confirmation that you have registered your record. A record is active for 365 days. The vendor needs to update their record as necessary to reflect changes, but at least annually to ensure they are kept current, accurate and complete. The record is active for 365 days from date of submission or update.

You will be reminded of the renewal requirement 60 days, 30 days and 15 days before your record expiration via email. The notice will be forwarded to the ORCA POC designated in your company’s record.