



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

April 5, 2005

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM: David H. Safavian
Administrator

SUBJECT: Transition from Traditional "Reps & Certs" to the Online
Representations and Certifications Application

The Office of Federal Procurement Policy and the Integrated Acquisition Environment recently launched the Online Representation and Certification Application (ORCA) as part of the Business Partner Network. ORCA is the online paperless collection point for offerors to provide the representations and certifications required by government contract solicitations. The purpose of this memorandum is to encourage your agency to participate in this effort and assist your commercial partners to do the same.

In the past, offerors were required to complete the representations and certifications for each solicitation individually. The Federal Acquisition Regulation recently was amended to require that offerors, as of January 1, 2005, complete representations and certifications through ORCA at least annually. Contracting officers now are required to replace the old representation and certification provisions with a single clause that directs offerors to submit representations and certifications via ORCA at <http://orca.bpn.gov>.

This initiative to modernize our data collection process is one of many interconnected tools that we hope will save our commercial partners time and money. To assist contractors in completing the representations and certifications, we have moved to a survey style format. We also have provided the survey for view on the website to help contractors prepare their responses. The manual is available online as well.

If you have any questions regarding this matter, please contact Julie Basile of my staff at jbasile@omb.eop.gov, or at 202-395-4821.

I appreciate your assistance in this important effort to improve the way we collect contractor representation and certification information.