CCR GUIDANCE

The purpose of this guidance is to promote reasonable compliance with the Central Contractor Registration requirements issued by the Office of Management and Budget. This supercedes the guidance of September 24, 2004. Governing policies are contained in the Federal Acquisition Regulation (FAR), the November 4, 2003 memorandum from the DOI Offices of Acquisition/ Property Management and Financial Management, the December 3, 2003 memorandum from the Division of Contracting and Facilities Management, and IDEAS guidance found at https://intranet.fws.gov/region9/cfm/PDF/CFM-023_082305.pdf. At the same time, the Service's goal is to maintain operational efficiency and sound business practices. This guidance is broken into various categories: Vendors, Payments, Waivers, and General Issues.

I. VENDORS

What types of transactions/vendors are required to register in CCR?

- All prospective contractors prior to award of a contract, purchase order, blanket purchase order, blanket ordering agreement, unless exempt below. Note that established contracts (including Service IDIQ and GSA Federal Supply Schedules) should already have the required FAR clause and the vendor should be registered in CCR.

- Contractors include commercial firms, individuals, public and private non-profit organizations, educational institutions, and state and local governments if they are receiving a FAR based award not exempt below.

- A vendor merely refusing to register in CCR is not sufficient justification to warrant a waiver. It must be determined that (a) there are no other vendors who can provide substantially similar supplies or services (this should be supported with the outreach efforts made to find alternative vendors); and (b) that failing to obtain the supplies or service would impact Service operations

What types of documents/vendors are exempt from registering in CCR?

- Obligations **NOT** subject to Federal Acquisition Regulations.
  Examples of non-contractual payments are tort claims, some realty services, land purchases, and some payments for services by individuals (employees, volunteers, invitational travelers, and private citizens) such as private donations, notary fees, payment of TDY or local travel for volunteers, and payment of honoraria to invited guest speakers.

- Charge Card and Micro purchases
  A charge card transaction for $2,500 or less is exempt from CCR if the charge card is both the purchasing and payment mechanism (these transactions are **not**

subject to Federal Procurement Data System-Next Generation (FPDS-NG) reporting).

A charge card transaction that exceeds $2,500 is not exempt from CCR since a purchase order is required (used to incorporate terms and conditions). On a charge card transaction greater than $2,500, the purchase order is the purchasing mechanism and the charge card is the payment mechanism. These transactions are subject to Federal Procurement Data System-Next Generation (FPDS-NG) reporting.

- Other micro-purchase (<$2,500) transactions are exempt from CCR if they do not use electronic funds transfer (EFT) and FPDS reporting is not required. Reference Federal Acquisition Regulation (FAR) 4.6. The policies on using EFT must be followed (see the Jan 4, 1999 ADBMO memorandum available at www.fws.gov under policies).

- Emergency operations; e.g., responses to natural or environmental disasters or national or civil emergencies (e.g., fire emergencies fall under this exemption).

- Unusual or compelling needs. FAR 6.302-2 provides guidance if the situation is unusual or compelling. Examples would be a utility (electricity, water, gas, telephone, and internet service but not pagers, cell phones, and cable TV) or an exclusive service provider (i.e., there are no alternative vendors) that refuses to register with CCR and cases in which the severance of the business relationship would result in a complete and irreplaceable loss of service.

- Foreign vendors for work performed outside the United States (U.S. defined as CONUS, Alaska, Hawaii, and the territories), if it is impractical to obtain CCR registration. Foreign vendors doing work in the United States are not exempt. Foreign vendors doing work in the U.S. may be granted an exception for 30 days to obtain a DUNS number and to register with CCR.

- Financial assistance agreements (utilizing grants, cooperative agreements, and private land agreements (also known as wildlife extension agreements)) at this time.

Which vendors are required to have a Data Universal Numbering System (DUNS) number?

- All vendors who receive procurement awards, including individuals.

- All domestic financial assistance (grants and cooperative agreements) recipients, except individuals. The DUNS number must be placed on the financial assistance application.

- All vendors who the Service enters into a lease for rentable space.

What vendors are exempt from using the DUNS number?

- Foreign vendors working outside of the United States (U.S. defined as CONUS, Alaska, Hawaii, and the territories).

- Employees, volunteers, invitational travelers, and private citizens we are paying without contracts in place for items such as land payments, services, or who receive federal assistance awards. Examples of services that fall under this category are private donations, private land agreements (also known as wildlife extension agreements), notary fees and honoraria for invited guest speakers. However, individuals who receive procurement awards are required to have a DUNS number.

- Realty (land) payments (however, if we contract directly with a title company, they must have a DUNS number).

- Tort claims.

- Annual payments to counties (in lieu of taxes) prepared by DFM-Denver.

What needs to be provided to the National Business Center (NBC) to get a new vendor loaded into FFS?

- <u>If the undelivered order (UDO) will be processed from IDEAS-PD</u>:

  If the vendor has an established vendor code in FFS (i.e., there is an entry on the FFS taxpayer identification table (TINT)), the contracting officers or designated personnel will complete the ACH form (everything up to the ACH banking form) (Attachment 1), and electronically submit the form to NBC for entry into FFS. NBC will look up the banking information on the CCRT table and load the VEND table. NBC will be responsible for the accuracy of the bank information. However, if an ordering office chooses, they may put the bank information on the vendor update form. NBC will key that information into the VEND table. The ordering office will be responsible for going into FFS and verifying that the bank information is correct. If the vendor is not on the FFS TINT table, the Regional contracting office will transmit the vendor directly to the FWS VEND table using the IDEAS/FFS vendor interface.

  <u>If the UDO will **not** be processed through IDEAS-PD but the vendor is registered in CCR:</u>

  A designated Regional employee or the Contracting Officer (depends on the Region) will put the DUNS number on the vendor update form (attached), which is forwarded (preferably electronically) to NBC. NBC will look up the bank information in the FFS table, CCRT, and load the bank information into the VEND table. NBC will be responsible for the accuracy of the bank information.

However, if an ordering office chooses, they may put the bank information on the vendor update form. NBC will key that information into the VEND table. The ordering office will be responsible for going into FFS and verifying that the bank information is correct. As the CCR/FFS interface is turned on, the system will automatically update the bank information into the VEND table.

<u>If the vendor is not a CCR vendor, but is required to have a DUNS Number:</u>

The ordering office will put the DUNS number and the bank information (which will be obtained from the vendor) on the vendor update/ACH form, which is forwarded to NBC for input to FFS. The ordering office will include on the update form the type of vendor such as a landowner, an individual, a vendor who has an approved EFT waiver, etc. The ordering office is responsible for verifying that the information in the FFS VEND table is entered correctly.

<u>If the vendor is not a CCR vendor and is NOT required to have a DUNS Number:</u>

The ordering office will leave the vendor code blank in the vendor update/ACH form but will include the bank information obtained from the vendor. The ordering office will also include on the update form the type of vendor such as a landowner, an individual, a vendor who has an approved EFT waiver, etc. The ACH form will be forwarded to NBC for input to FFS. The ordering office is responsible for verifying that the information in the FFS VEND table is entered correctly.

II. PAYMENTS

What is the standard procedure regarding payment addresses?

If the UDO was entered through IDEAS-PD, the person entering the payment will always use the DUNS number representing the ordering address of the vendor (the vendor code on the M$ transaction) even if there is a different remit-to address on the invoice. The vendors are responsible for keeping their registration data in CCR current, including banking information. Basically, CCR information (shown on the CCRT) trumps remit-to address or any other conflicting information on an invoice. The field station can contact the vendor and let him know that his invoice doesn't match his CCR information.

If the vendor name on the invoice differs from the vendor name in CCR, the vendor must be contacted to resolve. If the vendor is doing business by another name, a doing business as (DBA) line must be in the FFS VEND table and the DBA item needs to be identified in the order.

If the UDO was not entered through IDEAS-PD or the vendor is not a CCR vendor, the person entering the payment will always use the DUNS number (if one exists) or the FWS vendor code that matches the remit-to address shown on the invoice.

Who will be responsible for researching and reissuing cancelled payments?

Local procedures will dictate the research responsibilities of the personnel involved: Program Manager, Payment Official, Contracting Officer, and the Budget and Finance Office.

If the vendor is a CCR vendor, the vendor is required to update their banking information in CCR (not by fax or through the mail). The Contracting Officer will work with the vendor.

If the vendor is not a CCR vendor, the new remit-to address (including the bank information if applicable) must be submitted to NBC through the ordering office.

If any payment is cancelled because the vendor made a mistake (either entering the wrong information in CCR or on the ACH form), the Service is not responsible for any late payment interest charges. However, if the Service or NBC made an error keying information into the VEND table, the Service is liable for the late payment interest charges. NBC will reissue all cancelled payments using a transaction code of "PV". Regions are not allowed to reissue payments through Remote Data Entry (RDE).

What if a utility vendor refuses to obtain a DUNS number?

The ordering office will get a DUNS number for the utility vendor if the vendor refuses to get a DUNS number. Payments to utility companies cannot be held and DUNS numbers are required for payment. The Regional Division of Contracting and General Services is to be contacted if the utility company refuses to register in CCR.

III. WAIVERS

What is the process of issuing waivers in CCR? Who can sign the waivers? What will the waivers show?

Fill out the attached form (Attachment 2) to obtain a CCR waiver. Obtain the concurrence of the Regional Budget and Finance Officer and the Regional Contracting Chief. The original signed waiver form should be sent to NBC since they are responsible for the VEND table. NBC will load "CCR Waiver" and the date in the comments field of the VEND table.

Can vendors with authorized electronic funds transfer (EFT) waivers also be waived from CCR requirements?

Yes; however, a CCR exemption form should also be completed (with the EFT waiver attached) and approved to establish a documented CCR exception decision.

IV. GENERAL ISSUES

What are the FFS tables containing CCR and FFS vendor information?

- **CCRT** - This contains vendor information extracted from the CCR upload. It contains all vendors that are active in CCT. Once populated this table is updated daily. Currently, there is a programming bug and the address in CCRT is not valid and must not be used to update FFS or IDEAS-PD. At this time, only the TIN and the bank information data may be used to update FFS or IDEAS-PD.

- **COPT** - This table has options on how the CCR records are matched or updated. Currently only DFM-Denver, Financial Systems Branch, will be able to update or change.

- **CTIN** - This table matches the SSN/TIN to the DUNS number.

- **CBNK** - This table shows the ABA Routing ID, Account Number and DUNS number.

- **CVEN** - This table shows the Vendor Code and DUNS number and if an exemption has been made for that vendor.

- **TINT** - This links vendor SSN/TIN to all established FFS vendor codes. If the vendor's SSN/TIN appears in this table, the IDEAS/FFS interface cannot be used.

What do I tell a vendor if they inquire about EFT/Automated Clearing House (ACH) or wire transfer payment options?

An EFT/ACH normally is regarded as a cash transfer that comes or goes through the U.S. Treasury (as well as possibly a commercial bank in some instances). Wire transfers may or may not involve the U.S. Treasury (sometimes just a commercial bank or some company like Western Union). Wire transfers are commonly used for same day payments. The Service can do either type of payment. The vendor needs to be reminded that the ABA number (routing number) of a wire transfer is a different number than the one used for EFT/ACH payments even when the bank account number is the same. The vendor will need to check with their bank to be sure they are submitting the correct ABA number when doing wire transfers. The field requestor must contact NBC, Fiscal Services, to do a wire transfer.

How must vendor names and addresses be entered into CCR, IDEAS-PD, and FFS?
Vendor names and addresses for FFS and IDEAS-PD are based on CCR registration. The names and addresses must be identical in all three systems. If not, local offices should work to resolve. The only exception is when the company is doing business as another company. That information cannot be stored in IDEAS at this time.

What is the impact of CCR on the IRS Form 1099 reporting to IRS? Vendor names and addresses for FFS and IDEAS-PD are based on CCR registration. Form 1099 reporting will use the vendor mailing address that is contained in the FFS vendor file.

CENTRAL CONTRACTOR REGISTRATION (CCR) EXCEPTION FORM

VENDOR NAME:

VENDOR ADDRESS:

CRITERIA FOR EXCEPTION TO CCR REGISTRATION (select the criteria):

a. Emergency operations
b. Unusual or compelling needs
c. Foreign vendor for goods and services performed outside of U.S.

The following do not require completion of this form:
1) Charge card transactions for $2,500 or less that meet the CCR waiver criteria.
2) Transactions not subject to the Federal Acquisition Regulation.
3) Financial assistance agreements.

DESCRIPTION OF APPLICABLE CRITERIA:
(For a, b, and c above, explain that there are no alternative vendors)

Request submitted by:

Name -
Station -

Date Requested:

Concurrence, Regional Budget and Finance Officer	**Concurrence, Regional Chief, Division of Contracting and General Services**