

# 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. 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, and the December 3, 2003 memorandum from the Division of Contracting and Facilities Management. 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, realty, and some payments for services to local governments and individuals (employees, volunteers, invitational travelers, and private citizens) such as private donations, notary fees 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).

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.

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.

- 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 and cooperative agreements) at this time. However, recipients should be encouraged to register.
- Vendors who have already received a Treasury approved EFT waivers signed by Budget and Finance Officers and meet other CCR waiver conditions.

**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, 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.

### **What needs to be provided to NBC to get a new vendor loaded into FFS?**

- If the undelivered order (UDO) will be processed from IDEAS-PD:

A designated Regional person must key the vendor information into IDEAS-PD. An automated interface is being designed to automatically update the vendor table in FFS with CCR data. IDEAS-PD will not have an automated interface. New vendors can be transmitted from IDEAS-PD to FFS. Updates require manual changes in both IDEAS-PD and FFS. FFS changes require the program office or warranted contracting official to submit an ACH form to Denver to update an existing FFS vendor record. Reference the IDEAS-PD FFS Interface Manual and policy signed April 23, 2004, [http://sii.fws.gov/r9cgs/PDF/PM04-13\\_042304.pdf](http://sii.fws.gov/r9cgs/PDF/PM04-13_042304.pdf).

Until this automated interface is implemented, a contracting officer will complete the CCR forms and send them to the Regional Office for entry into the IDEAS-PD vendor database. Contracting Officers will complete the ACH form (Attachment 1), and electronically submit the form to NBC for entry into FFS. NBC will enter the banking information on the ACH form and load the VEND table until such time as the CCR/FFS interface is turned on. When the process is automated, CCR will update the FFS information in the VEND table. Designated officials for IDEAS-PD will enter the bank information from the ACH form or the CCR record.

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

The field station will put the DUNS number and other information (except the bank information) on the vendor update/automated clearing house (ACH) form

for FFS. NBC will enter the bank information on the ACH form. NBC will key the information into the FFS VEND table.

- If the vendor is not a CCR vendor, but is required to have a DUNS Number:

The ordering office will put the DUNS number on the vendor update/ACH form for FFS. NBC will include the bank information, which will be obtained from the vendor. The ordering office is responsible for verifying that the information in VEND was entered correctly.

- If the vendor is not a CCR vendor and is NOT required to have a DUNS Number:

The ordering office will leave the vendor code blank in the vendor update/ACH form. NBC will enter the bank information obtained from the vendor. 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 VEND was entered correctly.

### **Will NBC continue to issue FWS vendor codes on new vendor requests?**

NBC will continue to provide unique FWS vendor codes for those vendors who are not required to register in CCR and who are not required to have a DUNS number. The ordering office will leave the vendor code blank on the FFS vendor update form but will need to identify the type of vendor such as landowner, an individual, a vendor who has an approved waiver, etc.

## **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 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).

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

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 in order to process the payments. Payments to utility companies cannot be held and DUNS numbers are required for obligation and payment. The Regional Division of Contracting and General Services can facilitate getting utility vendors to register with DUNS through means such as providing the vendor the website or phone number to obtain a DUNS number or by calling D&B themselves.

## **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. Then obtain approval of the Regional Chief Financial Officer. The signed waiver form should be kept by the requestor for as long as there are payments pertaining to it. A copy of the waiver should be sent to NBC since they are responsible for 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 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.
- **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.

**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.

**What is the impact of CCR on 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. Not subject to Federal Acquisition Regulations (non-contractual payment)
- b. Emergency operations
- c. Unusual or compelling needs
- d. Foreign vendor for work performed outside of U.S.
- e. Financial assistance agreement

**Note:** Charge card transactions for \$2,500 or less that meet the CCR waiver criteria do not require completion of this form.

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

**Request submitted by:**

Name -  
Station -

**Date Requested:**

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**Concurrence, Regional  
Budget and Finance Officer**

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**Concurrence, Regional  
Contracting Chief**

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**Concurrence, Regional Chief Financial Officer/  
Assistant Regional Director for Budget and Administration**