

# Guide to Contracting Opportunities with the US Army Corps of Engineers

*(These slides are presented as a training tool for information only.  
The solicitation documents govern in the event of a discrepancy.)*



# INTERNATIONAL REGISTRANTS

A foreign company that performs work outside the United States is required to register in the Central Contractor Registration (CCR) system in order to be awarded a contract, except under extenuating circumstances, in accordance with Federal Acquisition Regulation 4.1101(a)(5) in the FAR.

Step 1. Obtain a new or existing Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (D&B) by using the online webform process.

Step 2. Get an NCAGE code before beginning your registration in CCR. If the form cannot be submitted via internet, or you have any question about this form or have problems call +9269 9617766 or send a message to [NCAGE@dla.mil](mailto:NCAGE@dla.mil).

Step 3. Register in CCR.

You may begin your CCR registration 24 hours after you have received your D&B Duns number. A U.S. Tax Identification Number (TIN and Electronic Funds Transfer (EFT) information are NOT required if you are located in a foreign country.



# International Central Contracting Registration Instructions

1. Go to the following website: [www.bpn.gov/ccr](http://www.bpn.gov/ccr)
  - Go to right hand side and select International Registration
2. Use the following slides to assist you as you go through the CCR process.
3. These slides are only an example, enter YOUR company data for each process



# Why Register Your Company

- 1. All DOD Contractors must be registered in CCR to receive a contract. Mandatory
- 2. Reduces the time it takes to award a contract.
- 3. Other agencies interested in your business can see your business information.
- 4. Using your DUNS number for Past Performance Info.
- 5. Being in CCR helps get your pay to you quicker.
  - ▶ Pay Center has your information
  - ▶ Insures quick accurate delivery of your pay check
  - ▶ Pay info is more confidential for the contractor, only pay office has access to pay information.



# CCR Main Page



**NEWS FLASH: Recovery vendors must register in FederalReporting.gov (see News).**

CCR Home   CCR Search   Federal Agency Registration   News   Release Notes   Request Data Access   Help  
Contractors   Grantees   International Registrants   Small Businesses   Security Notes   **630,670 Active Registrants**

## Quick Links

[Dynamic Small Business Search](#)  
[ORCA](#)  
[SBA](#)  
[Request DUNS Number](#)  
[Federal Business Opportunities](#)



## Welcome to Central Contractor Registration (CCR)

**Central Contractor Registration (CCR)** is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. [Learn more about CCR Policy and Background.](#)

### Existing CCR Users

#### Log in to CCR

**User ID:**   
**Password:**

[Forgot Password](#)   [Forgot User ID](#)

---OR---

If you have not yet converted to a User ID and Password, use your DUNS and TPIN to do this before December 31, 2009.

### DUNS / TPIN Access

**DUNS:**   
**TPIN:**

[Forgot TPIN](#)

### New CCR Users

#### What you need to register

1. DUNS Number
2. Tax Identification Number (TIN) and Taxpayer Name
3. Statistical Information about your business
4. Electronic Funds Transfer (EFT) Information

[View Detailed Descriptions International Registrants](#)

New registrations usually take 1-2 business days to process once completed by the vendor.

**Click Here to start CCR Registration**

CCR Version 4.09.4

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



# CCR International Registration Page: DUNS Number



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1

### Step 1: Obtain a new or existing Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (D&B) by using the online [web form](#) process.

If you require additional D&B assistance, please email [ccrhelp](#).

Click Here to continue

### Step 2: Get an NCAGE code before beginning your registration.

Foreign companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. Use the [NCAGE online form](#) to obtain a code. In block 2 of the form, select "Other" if your country is not listed.

If the form cannot be submitted via internet, or you have any questions about this form or have problems with it, call +9269 9617766 (DSN 661-5757) or send a message to [NCAGE@dla.mil](mailto:NCAGE@dla.mil).

## Related Links

[NCAGE](#)  
[D&B Web Form for DUNS Number Request](#)  
[International FAQ's](#)

### Step 3: Register in CCR.

You may begin your CCR registration 24 hours after you have received your D&B DUNS number.

A U.S. Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information are NOT required if you are located in a foreign country.

Start Registration

CCR Version 4.09.4

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# Data Universal Numbering System (DUNS) Registration



Decide with Confidence

Thank you for using the D&B online webform process for US Govt Contractors and Grantees!

Begin D-U-N-S Search/  
Request Process

About the D&B  
D-U-N-S Number

Frequently Asked  
Questions (FAQ)

D&B, CCR, Grants  
Contacts

D&B's Privacy  
and Data Policy

2

Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

[Click here](#) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

[Click here](#) to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)

Click Here on to  
get DUNS



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Decide with Confidence

[Company Lookup >](#)

[Search >](#)

## Search

[D&B D-U-N-S Request Home Page](#)

[About the D&B D-U-N-S Number](#)

[Frequently Asked Questions \(FAQ\)](#)

[D&B, CCR, Grants Contacts](#)

[D&B's Privacy and Data Policy](#)

3

Please select the country where your company is physically located. If you do not see your country listed, please contact [govt@dnb.com](mailto:govt@dnb.com)

Select a country...



### Select Country:

1. Cambodia
2. Bangladesh
3. Laos
4. Vietnam
5. Sri Lanka



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Decide with Confidence

Company Lookup > Search >

### Search

Fill out the following information to search for

Please select the country where your company is located.  
If you do not see your country listed, please contact us.

4

Enter the following information for companies located in CAMBODIA and click the submit button to execute your search.

Business Name

Street

City

Phone

Not needed



[Click here for a new image](#)

Enter the verification code shown:

5

This is to prevent fraudulent registrations

Click Here to continue

Submit

**EXAMPLE ONLY!**  
Enter YOUR business information here, enter verification code on your internet screen (NOT EN7bnB), phone number is not necessary.

- D&B D-U-N-S Request Home Page
- About the D&B D-U-N-S Number
- Frequently Asked Questions (FAQ)
- D&B, CCR, Grants Contacts
- D&B's Privacy and Data Policy



Decide with Confidence

[Company Lookup >](#) [Search >](#) [Results >](#)

## Search Results

Sorry! No results were found matching your search request.  
Please try one of the following:

[Search Again](#) (try a former business address) OR

[Request a New D-U-N-S Number](#)

6  
Click  
Here to  
continue

D-U-N-S Number Request > Search > Enter Your Company Information >

### Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

6

Complete all of the fields with YOUR business information.

**Company Name**

(?) Legal Name

(?) Legal Structure

(?) Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

(?) Phone Number of Business

**Physical Address**

(?) Street

(?) City

(?) State

(?) ZIP

Country

**Mailing Address (optional)**  Same as Physical Address

(?) Street/ P.O. Box

City

State

ZIP

Country

**Organization Information**

(?) Executive Name

Title

(?) Primary SIC code

(?) Description of Operations

(?) Socioeconomic Data

(?) Number of Employees (includes owners, partners, and/or officers)

(?) Annual Sales or Revenue

(?) **Parent Organization (optional)**

Name

Street

City

State

ZIP

Country

(?) **Notes (optional)**

Select:

- Corporation
- Government
- Limited Liability Company
- Non-Profit, Partnership
- Proprietorship

Choose YOUR country

Select:

- Minority Owned
- Veteran Owned
- Women Owned
- No Special Ownership Status

7

Submit Your Request

Click Here to continue



# NCAGE Code



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If you require additional D&B assistance, please email [ccrhelp@dnb.com](mailto:ccrhelp@dnb.com).

### Step 2: Get an NCAGE code before **1** beginning your registration in CCR.

Foreign companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. Use the [NCAGE online form](#) to obtain an NCAGE. In block 2 of the form, select "Other" if your country is not listed.

If the form cannot be submitted via internet, or you have questions about this form or have problems with it, call +9269 9617766 (DSN 661-5757) or send a message to [NCAGE](#).

Click Here to continue

### Step 3: Register in CCR.

You may begin your CCR registration 24 hours after you have received your D&B DUNS number.

A U.S. Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information are NOT required if you are located in a foreign country.

[Start Registration](#)

## Related Links

[NCAGE](#)  
[D&B Web Form for DUNS Number Request](#)  
[International FAQ's](#)

CCR Version 4.09.4

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# NCAGE Code

## HOW TO OBTAIN A NATO CAGE CODE THE REQUIRED FORM AND INSTRUCTIONS

Foreign registrants in CCR must have a NATO Commercial and Governmental Entity (NCAGE) Code assigned. If your organization does not already have an NCAGE assigned, for most countries you can obtain one using the form shown below. If you cannot submit this form by Internet, you can obtain an NCAGE by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to [http://www.dlis.dla.mil/nato\\_poc.asp](http://www.dlis.dla.mil/nato_poc.asp). **Note to U.S. submitters: Organizations with an address containing APO, FPO, or AE do not need an NCAGE assigned by an Allied Nation and should not fill out this form. Instead, register in the Central Contractor Registration (CCR) system at [www.ccr.gov](http://www.ccr.gov) and you will receive a U.S. CAGE Code.**

2

Companies shall be allowed to apply directly to NCBs for NCAGE Code assignments.

When you select a country in block 2 to send this form to, after you click on the "Submit" button at the bottom of the form, it will be automatically routed by e-mail to that country for processing. If you put an e-mail address in Block 1 of the request form, you will receive a copy of the request by e-mail when you submit the form.

To request an NCAGE from a country other than the countries listed in the block 2, connect to the non-NATO NCAGE tool at <http://nmcrplus.namsa.nato.int>. That site is hosted by the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg. When you get to that Web site, click on the "CAGE Code Request" tab and follow the instructions. The first e-mail you will receive will allow you to check to see if an NCAGE is already assigned to the company that you require an NCAGE for. If your search does not find an existing NCAGE, click on the tab called "Request" at the bottom of the search results screen. Follow the instructions provided on the Web site. After you submit your request, you will automatically receive: 1) a request confirmation/validation e-mail and 2) a second e-mail message once the CAGE request is processed (assignment of the code or reject of the request).

Click Here to continue

You may use this form to make requests for NCAGE assignments from the United States only if your company or organization is located outside the United States, or if you are located at a U.S. military facility overseas, you should make your request by registering your company with CCR at [www.ccr.gov](http://www.ccr.gov). Send a message to the Battle Creek Customer Contact Center via email: [dlacustomercenter@dla.mil](mailto:dlacustomercenter@dla.mil) or phone 269-961-7766 if you have questions. Note: CAGE codes for U.S. territories like Guam, Puerto Rico, Virgin Islands, American Samoa and Northern Mariana Islands will be assigned by the U.S. by registering in CCR.

### Federal Acquisition Circular 2001-16, Dated October 01, 2003 Subpart 4.11 Central Contractor Registration, 4.1102 Policy

- (a) Prospective contractors shall be registered in the CCR database prior to award of a contract or agreement, except for-....
- (3) Contracts awarded by-
- (i) Deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7); or
- (ii) Contracting officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121);....
- (5) Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration;....

Prior to registering in CCR, insure that your newly assigned NCAGE is listed on the Business Identification Number Cross- Reference System (BINCS) at [www.bpn.gov/bincs](http://www.bpn.gov/bincs). If the assigned NCAGE is not listed in BINCS call 269-961-4623 or send a message to [NCAGE@dla.mil](mailto:NCAGE@dla.mil).

If you have any questions about this form or have problems with it, call 269-961-7766 or send a message to [NCAGE@dla.mil](mailto:NCAGE@dla.mil).

NATO CODIFICATION SYSTEM - SYSTÈM OTAN DE CODIFICATION  
REQUEST FOR A NATO COMMERCIAL AND GOVERNMENT ENTITY CODE (NCAGE) /  
DEMANDE D'UN CODE ORGANISME COMMERCIAL OU GOUVERNEMENTAL OTAN (NCAGE)

[Additional instructions for completing this form](#)



# NATO Codification Tools



NMCRL + CAGE Code Request ACODP-2/3



3

Click  
Here to  
continue

Home

## Welcome

Welcome to the online NATO Codification tools published by AC/135 ([www.nato.int/codification](http://www.nato.int/codification)):

- NATO MASTER CATALOGUE OF REFERENCES FOR LOGISTICS (NMCRL).
- NATO COMMERCIAL AND GOVERNMENTAL ENTITIES (NCAGE) Tool.
- NATO MULTILINGUAL CLASSIFICATION AND ITEM NAME DIRECTORIES (ACODP-2/3)

The minimum requirement to use the NATO Codification Web sites are:

- Screen resolution: 1024x768
- Browser supported: IE6+, Firefox 2+

## NMCRL+

The NMCRL contains codification information from each NATO and sponsored countries' National Codification Bureau.

It is accessible to governmental and private entities, having contracted an active subscription.

For more information connect to <http://www.nato.int/nmcrl>.

Subscription support : [nmcrl@namsa.nato.int](mailto:nmcrl@namsa.nato.int) Technical support : [procctrl@namsa.nato.int](mailto:procctrl@namsa.nato.int)

## CAGE Code request

This tool:

- provides search capabilities on all NATO and non-NATO CAGE Codes;
- allows to request S-CAGE (non-NATO entities) or I-CAGE (International entities) codes as well as to propose updates to existing codes.

The access to this tool is free (no subscription is required).

NCAGE support : [ncage@namsa.nato.int](mailto:ncage@namsa.nato.int)

## ACODP-2/3

- **NOT** needed: CAGE Code, Phone number, Website URL, and Identification Number (IDN).
- Complete remaining fields with **YOUR** business information.

The screenshot shows the NATO Codification Tools website interface. At the top, there is a navigation bar with the NATO logo and the text "NATO Codification Tools". Below this, there are tabs for "NMCR +", "CAGE Code Request", and "ACodP2/3". A home icon is located in the top right corner. The main content area has a breadcrumb trail "Home > CAGE Code Request" and a welcome message: "Welcome in the online Cage Code request tool. STEP 1 : Screening/search on existing CAGE Codes (activated with [icon])." A yellow circle with the number "4" is placed near the welcome message. The search form is titled "Search Criteria" and contains several input fields: "CAGE Code", "Organization Name", "Country" (with a placeholder "Type Here"), "City", "Postal Code", "Phone Number", "Website URL", and "Identification Number (IDN)". A yellow callout box with the text "Click Here to search for CAGE code for YOUR company" is positioned over the search form, with an arrow pointing to the home icon in the top right corner.

**Click Here to search for CAGE code for YOUR company**

- Search should result in no data found.
- Select “Request New CAGE”

The screenshot displays the NATO Codification Tools interface. At the top, there is a navigation bar with the NATO logo and the text 'NATO Codification Tools'. Below this, a breadcrumb trail shows 'Home > CAGE Code Request'. A blue information banner contains the text: 'If no CAGE Code available, activate "Request New CAGE" button:'. The main content area is titled 'Search Criteria' and contains two columns of input fields: 'CAGE Code', 'Organization Name', 'Country', 'City', 'Postal Code', 'Phone Number', 'Website URL', and 'Identification Number (IDN)'. Below the search criteria, a 'Results' section displays the message: 'No result has been found, according to your search criteria'. A yellow callout box with the number '5' and the text 'Click Here to request New CAGE Number' points to a 'Request New CAGE' button located at the bottom right of the page.

**Search Criteria**

CAGE Code  
Organization Name  
Country  
City

Postal Code  
Phone Number  
Website URL  
Identification Number (IDN)

**Results**  
No result has been found, according to your search criteria

**5**  
Click Here to request New CAGE Number

Request New CAGE

- Select Type of Entity
- Emergency Level as “Routine”
- Supranational Organization as “No”
- Select “OK” at bottom of screen



# NATO Codification Tools



NMCRL + CAGE Code Request ACodP2/3



Home > Request New Cage Assignment

! Current application allows to request S-CAGE Codes for entities located in non-NATO countries or I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc

## Country Check

### Type of Entity\*

A Private Company

### Emergency Level\*

Routine

### Is the entity to be registered is a supranational organization?\*

Yes  No

! Yes means I CAGE. No means S CAGE.

### Country\*

CAMBODIA

- Select:
- A private company
  - A government entity
  - An individual
  - or Other

6

Click Here to continue

OK

- Enter your company's information here
- Required are First & Last Name, Email Address

[Home](#) > Request New Cage Assignment 

 Information related to the CAGE request initiator (data not recorded in the CAGE database). Please make sure your email address is valid, if not your request won't be processed.

**Initiator Data** 

<b>First Name*</b> <input type="text" value="John"/>	<b>Country</b> <input type="text" value="CAMBODIA"/>
<b>Last Name*</b> <input type="text" value="Doe"/>	<b>Email*</b> <input type="text" value="your.name@email.com"/>
<b>Organization Name</b> <input type="text" value="Company Name"/>	<b>Phone Number</b> <input type="text"/>
<b>Address</b> <input type="text" value="Company Address"/>	<b>Fax Number</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span> <input type="text"/>

**Click Here to continue**

Step 2

- Input YOUR company's information
- Required are Organization Name, Geographical Location, & Email address

Enter a maximum of information related to the entity to be recorded in the CAGE database. At least 1 of the 2 addresses (Geographical Location or Postal Location), has to be provided.

Cage Data	
Organization Data - Generals	
<b>Organization Name*</b> <input type="text"/>	<b>Identification Number (IDN)</b> <input type="text"/>
<b>Country</b> <input type="text"/>	<b>State</b> <input type="text"/>
Organization Data - Geographical Location (*)	
<b>Address 1</b> <input type="text"/>	<b>City</b> <input type="text"/>
<b>Address 2</b> <input type="text"/>	<b>Postal Code</b> <input type="text"/>
Organization Data - Postal Location (*)	
<b>Post Office Box</b> <input type="text"/>	<b>City</b> <input type="text"/>
	<b>Postal Code</b> <input type="text"/>
Organization Data - Contact	
<b>Phone Number</b> <input type="text"/>	<b>Email*</b> <input type="text"/>
<b>Fax Number</b> <input type="text"/>	<b>Website URL</b> <input type="text"/>
Organization Data - Additional Information	
<b>Organization Code</b> <input type="text"/>	<b>Universal Standard Product And Services Classification (UNSPSC)</b> <input type="text"/>
<b>National Standard Industrial Classification Code (NSICC)</b> <input type="text"/>	<b>North American Classification System (NAICS)</b> <input type="text"/>
<b>Classification System of Economic Activities (NACE)</b> <input type="text"/>	<b>Common Procurement Vocabulary Code (CPVC)</b> <input type="text"/>

Click Here to continue

- Select “NO” for all types of activity
- Put either Design-Build Construction Services OR Quality Assurance Services under “Other”
- Copy the selections for “Future Business” and “Former CAGE code”

Home > Request New Cage Assignment

Additional information related to your request (not recorded in the CAGE database).

Request Data

Organization Data - Generals

**Put Design Build Construction OR QA Services**

Type of Entity

Other

Questionnaire - Type of activity

Development of Public Standards\*  
 Yes  No

Designer of Goods\*  
 Yes  No

Manufacturer of Goods\*  
 Yes  No

Vendor of Goods\*  
 Yes  No

Service Provider\*  
 Yes  No

Other

Questionnaire - Future business

The CAGE Code Needed for an Invitation to Tender\*  
 Yes  No

The CAGE Code is Requested by the US Central Contract Registration (CCR)\*  
 Yes  No

A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed?\*

Yes  No

Questionnaire - Former CAGE code

A CAGE Code Was Previously Allocated\*  
 Yes  No

**Click Here to continue**

**9**

Initiator Data	
First Name John	Country
Last Name doe	Email your_email@email.com
Organization Name	Phone Number
Address	Fax Number
Cage Data	
Organization Data - Generals	
Organization Name YOUR COMPANY	Identification Number (IDN)
Country CAMBODIA	State
Is the entity to be registered is a supranational organization? NO	
Organization Data - Geographical Location (*)	
Address 1 111 ST	City PHNOM PENH
Address 2	Postal Code 12000
Organization Data - Postal Location (*)	
Post Office Box	City
	Postal Code
Organization Data - Contact	
Phone Number	Email your_email@email.com
Fax Number	Website URL
Organization Data - Additional Information	
Organization Code	Universal Standard Product And Services Classification (UNSPSC)
National Standard Industrial Classification Code (NSICC)	North American Classification System (NAICS)
Classification System of Economic Activities (NACE)	Common Procurement Vocabulary Code (CPVC)
Request Data	
Organization Data - Generals	
	Type of Entity A Private Company
	Other
Questionnaire - Type of activity	
Development of Public Standards N	Vendor of Goods N
Designer of Goods N	Service Provider N
Manufacturer of Goods N	Other DESIGN-BUILD CONSTRUCTION SERVICE OR QA SERVICE
Questionnaire - Future business	
The CAGE Code Needed for an Invitation to Tender N	The CAGE Code is Requested by the US Central Contract Registration (CCR) Y
A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed? Y	
Questionnaire - Former CAGE code	
A CAGE Code Was Previously Allocated N	If YES, Provide the CAGE Code And the Organization Name

- Review YOUR company data
- If all information is correct select the “Create” button on the bottom right hand side of the webpage

**Click Here to Create CAGE Number**

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# CCR International Registration Page



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## Related Links

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[International FAQ's](#)

Start Registration

1

Click Here to continue

• Wait 24 hours after receiving DUNS number to start CCR process

CCR Version 4.09.4

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



- Input YOUR legal business name (Must match Bank Information)
- DBA: Company Name, Example: AAA
- Address
- Country: Cambodia, Vietnam, Laos, Bangladesh, or Sri Lanka



Quick Links

- [Dynamic Small Business Search](#)
- [ORCA](#)
- [SBA](#)
- [Request DUNS Number](#)
- [Federal Business Opportunities](#)

## New Registration

### Enter Your Organization's Information

Organization Information

\* Required Information

DUNS\*:

Please enter a value for the DUNS number field.

Legal Business Name:

Doing Business As (DBA):

Physical Street Address:

City:

U.S. State or Canadian Province:

Foreign Province:

Zip+4/Postal Code:

Country:

2

Click Here to continue

Continue Registration

Cancel

# New Registration

## Verify Your Results With D&B

If you click "Accept/Continue Registration", the information from D&B will appear in your CCR registration.

If changes to your company name or physical address are needed, please click "Cancel" and contact D&B to make corrections before proceeding with your CCR registration.

Contact D&B at 1-866-705-5711 (US Only) or [ccrhelp@dnb.com](mailto:ccrhelp@dnb.com) (International).

Data You Input	D&B Data
Alpha Janitorial Inc	ALPHA JANITORIAL, INC.
5018 W 121st Street	5018 W 121ST ST
Alsip	ALSIP
IL	IL
60803-3117	608033117
USA	USA

**3** Click Here to continue

Accept/Continue Registration Cancel

Your Company Data entered from previous page

Your Company Data entered for DUNS number (STEP 1)

**Does Your Data Match D&B (DUNS) Data? If so, accept and next page is creating a user account. If not go back and use the same address information from your DUNS number registration**

# New Registration

Although DUNS number 831226449 is correctly formatted, the information you input did not sufficiently match what is on file at D&B for this DUNS Number.

You may:

1. Try again by correcting your input below OR
2. Contact D&B to make a change to your D&B DUNS Record.  
US Registrants: D&B Customer Service 1-866-705-5711  
International Registrants: D&B Webform or e-mail [ccrhelp@dnb.com](mailto:ccrhelp@dnb.com)

What you will see if your Data input and DUNS information does not match. Try again by entering your company data.

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You may re-attempt New Registration 24-48 hours after D&B has confirmed the change to your D&E DUNS record.

# Click Create User Account

## New Users

If you have not yet created a user account, please [Create a User Account](#)

4

Click  
Here to  
continue

## Existing Users

User ID:

Password:

[Forgot Password](#) [Forgot User ID](#)



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# Enter User Information and Choose Security Questions

## Create User Account

### Enter User Information (\* Required Information)

**Email\*:**   
(e.g. email@bpn.gov)

**User ID\*:**

**Password\*:**   
min 8 characters, case sensitive  
1 each: upper/lower case, number, special character

**Confirm Password\*:**   
[See Additional Password Rules](#)

**First Name\*:**

**Last Name\*:**

**Telephone\*:**   
(e.g. 202-555-1212)

**Telephone Ext:**  International Number

**Make sure to check this block for International Phone numbers**

### Choose Security Questions (\* Required Information)

Please answer all 5 security questions with easily remembered, one-word answers. These questions will be used to verify your identity if you need to reset your password.

Please Select a Security Question...  \*

**5** Click Here to continue



**STRONG®**

# User Account Created—Click Continue

## Create User Account

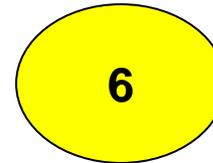
### User Account Confirmation

Your user account has been successfully created.

Your User ID: cctest5

Name:

Email Address: American@email.com



Example only



Click Here to continue



Continue

# Manage Registrations Page: Click New Registration



This is an outage message from the database.

- CCR Home
- CCR Search
- Federal Agency Registration
- News
- Release Notes
- Request Data Access
- Help
- New Registration**
- Manage Registrations
- Edit User Information
- Change Password
- Log Out

7

### Quick Links

- Dynamic Small Business Search
- ORCA
- SBA
- Request DUNS Number
- Federal Business Opportunities

Welcome Suzie

**Click Here to continue**

### Manage Registrations

CCR registrations linked to your account

DUNS	CAGE	Company Name	Status	View	Update / Renew	Manage Users
132388930	3Z6G3	ESA OPERATING LESSEE INC.	Active in CCR; Changes Pending; Registration valid until 02/10/2007. ...	<a href="#">View</a>	<a href="#">Update/Renew</a>	<a href="#">Users</a>

### Add an existing registration to your account

Please enter the DUNS and TPIN for the registration you wish to add to your user account.

DUNS:

TPIN:

Add

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



# Instructions Page—Read and Click Continue Registration



CCR Home   CCR Search   Federal Agency Registration   News   Release Notes   Request Data Access   Help

Home   Manage Registrations   **New Registration**   Delete Registration   View Registration   Help   Log Out

Registration Status

**New Registration**

Navigation Menu

Required Information   [Status](#)

**General Information**

-

**Corporate Information**

-

**Goods / Services**

-

**Financial**

-

**Points of Contact**

-

**Executive Compensation**

-

**Proceedings**

-

**IRS Consent**

-

Optional Pages   [Status](#)

**Optional Contacts**

NR

**EDI**

NR

**Disaster Response**

NR

**DUNS +4**

NR

D&B Monitoring   [Status](#)

**D&B Monitoring**

NR

System Messages

## How to Complete Your CCR Registration

- Enter valid data in all required fields for each of the required pages listed in the Navigation Menu (on the left).
- Click the "Validate/Save Data" button at the bottom of each required page.
- On the left Navigation Menu, verify that all required pages are updated (indicated by a green status box with a white check).
- A Registration Completion Page will appear once all required fields have been successfully completed.

*Validation takes 1-2 business days and will result in an email. Please contact the help desk if you have not received your email within 3-4 business days.*

*Accuracy and maintenance of data is your responsibility and registrations must be validated yearly to maintain an Active CCR status.*

8

Continue Registration

**Click  
Here to  
continue**

For Official Use Only.

# General Information

Page Help

Missing or Invalid Data  Required Data  View-Only Data (Edits not allowed)

## Identifying Information

**YOUR DUNS Number**

**YOUR NCAGE Number**

**Same as Wire Transfer Paperwork**

SSN:  Enter SSN only if sole Proprietor without a TIN

Division Name:

Division Number:

Company URL:

**YOUR Companies Address**

Physical Street Address 2:

**YOUR Companies Province**

Province:  All countries other than USA or Canada

Zip+4/Postal Code:

**YOUR Country**

## Mailing Address

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

**Select to make Mailing address template, will be stored for use in CCR, can be used for other areas of registration**

U.S. State or Canadian Province:

Province:  All countries other than USA or Canada

Zip/Postal Code:

U.S. District Code Lookup

Country:

## Business Information

\* Business Start Date:  (MM/DD/YYYY)

**Date you started business**

\* Fiscal Year End Date:  (MM/DD)

## Location (Optional)

Please enter the following data for the location on this registration:

Receipts (3 year average) at this Location:

Number of Employees (12 months average) at this Location:

The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations.

The following information will be used to derive your business size status based on SBA size standards.

## World-wide Organization (Required)

Please enter the worldwide data for your organization to include parent, all affiliates, and all locations including your individual location. If you entered location information above, the numbers you enter for worldwide must be greater than or equal to the numbers entered in the location size.

Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.

\* Total (3 year average) Receipts:

**YOUR Companies info**

\* Total Number (12 months average) of Employees:

**YOUR Companies AVG number of employees**

Company Security Level:

Employee Security Level:  Select the highest employee security level.

## Information Opt-Out

You may [opt out](#) from displaying your company information on the CCR Public Search page. This may result in a reduction in federal government business opportunities. Please select one of the following options:

- I authorize my company information to be displayed in CCR's Public Search.
- I DO NOT authorize my company information to be displayed in CCR's Public Search.

Page Help

**Continue here**

# Create Contact Template

## Create Contact Template

The information you enter below can be automatically copied to any Point of Contact in CCR by clicking the [Paste Contact Template] button in the desired Point of Contact.

Fill this template with the Accounts Receivable Point of Contact contact information.

### Template Fields

Name:	<input type="text"/>
E-mail Address:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/> <a href="#">U.S. Zip+4 Code</a>
<a href="#">Look-up</a>	
Country:	<input type="text"/>
U.S. Phone Number:	<input type="text"/>
Telephone Extension:	<input type="text"/>
Non-U.S. Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>

**YOUR Phone number**

**Save and Continue**

Cancel Save



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Errors from not filling in mandatory fields, will only appear if you did not put the proper information in the required fields

<u>EDI</u>	NR
<u>Disaster Response</u>	NR
<u>DUNS +4</u>	NR
D&B Monitoring	Status
<u>D&amp;B Monitoring</u>	<input checked="" type="checkbox"/>

- System Messages
- Business Start Date is a required value.
  - Either an SSN or TIN/EIN is required, but not both.
  - Fiscal Year End is a required value and must be a month and day combination: MM/DD.
  - Mailing Address is required.
  - Either an SSN or TIN/EIN is required, but not both.

(UBA):

 TIN/EIN:

Either an SSN or TIN/EIN is required, but not both.

 SSN:  Enter SSN only if sole Proprietor without a TIN

Either an SSN or TIN/EIN is required, but not both.

Division Name:

Division Number:

Company URL:

Physical Address

 Physical Street Address 1:

# Corporate Information Page



CCR Home   CCR Search   Federal Agency Registration   News   Release Notes   Request Data Access   Help

Home   Manage Registrations   **New Registration**   Delete Registration   View Registration   Help   Log Out

Registration Status

**New Registration**

## Corporate Information

[Page Help](#)

Missing or Invalid Data

Required Data

View-Only Data (Edits not allowed)

Navigation Menu	
Required Information <a href="#">Status</a>	
<a href="#">General Information</a>	<input checked="" type="checkbox"/>
<a href="#">Corporate Information</a>	<input type="checkbox"/>
<a href="#">Goods / Services</a>	<input type="checkbox"/>
<a href="#">Financial</a>	<input type="checkbox"/>
<a href="#">Points of Contact</a>	<input type="checkbox"/>
<a href="#">Executive Compensation</a>	<input type="checkbox"/>
<a href="#">Proceedings</a>	<input type="checkbox"/>
<a href="#">IRS Consent</a>	<input type="checkbox"/>
Optional Pages <a href="#">Status</a>	
<a href="#">Optional Contacts</a>	<input type="checkbox"/> NR
<a href="#">EDI</a>	<input type="checkbox"/> NR
<a href="#">Disaster Response</a>	<input type="checkbox"/> NR
<a href="#">DUNS +4</a>	<input type="checkbox"/> NR
D&B Monitoring <a href="#">Status</a>	
<a href="#">D&amp;B Monitoring</a>	<input checked="" type="checkbox"/>

### Relationship

**What type of relationship do you or your organization want to have with the Federal Government? (Please indicate the type of opportunities you plan to pursue with the Government. Select one.)**

- Grants
- Contracts
- Contracts and Grants

**SELECT**

### Organization Type

**Please categorize your organization:**

- U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency
- Business or Organization

**SELECT**

[Page Help](#)

Validate/Save Data

**Save and Continue**

For Official Use Only.

System Messages

# Select Organization Type: Business or Organization

## Organization Type

Please categorize your organization:

- U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency
- Business or Organization

SELECTED FROM PREVIOUS PAGE

## Organizational Structure

Please indicate the form of your Business or Organization as defined by the IRS. (Check one)

- Corporate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes)
- Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession Income Taxes)
- Partnership or Limited Liability Partnership
- Sole Proprietorship
- International Organization
- Other

SELECT

Check one if applicable.

- Limited Liability Company (if applicable)
- Subchapter S Corporation (if applicable)

## Business Information

Is your Business/Organization one of the following?

- Foreign Owned and Located
- Small Agricultural Cooperative

SELECT

What is your Organization's Profit Structure? Please check one of the following.

- For-Profit Organization
- Nonprofit Organization
- Other Not for Profit Organization

SELECT

If your business qualifies in one of the following Socio-Economic Categories, check all that reflect the current status of your business. Small Business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the General Information portion of the registration.

- Community Development Corporation Owned Firm
- Labor Surplus Area Firm

NOT APPLICABLE

These categories require that the firm is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group.

- Self Certified Small Disadvantaged Business
- Veteran Owned Business
- Service Disabled Veteran Owned Business
- Woman Owned Business
- Minority Owned Business (If selected then one sub-type is required.)
  - Asian-Pacific American Owned
  - Subcontinent Asian (Asian-Indian) American Owned
  - Black American Owned
  - Hispanic American Owned
  - Native American Owned
  - Other than one of the preceding

NOT APPLICABLE

## Other Business Factors (Optional Information)

+

Does your Organization qualify as one of the following? (Optional information. Check if the types apply to your organization.)

- Community Development Corporation
- Domestic Shelter
- Educational Institution
- Foundation
- Hospital
- Veterinary Hospital

NOT APPLICABLE

If your Organization is an Education Entity, does it qualify as one of the following? (Optional information. Check if the types apply to your organization.)

- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- Historically Black College or University (HBCU)
- Minority Institutions
- Private University or College
- School of Forestry
- Hispanic Servicing Institution
- State Controlled Institution of Higher Learning
- Tribal College
- Veterinary College
- Alaskan Native Servicing Institution (ANSI)
- Native Hawaiian Servicing Institution (NHSI)

NOT APPLICABLE

What is the Nature of your organization's Business? (Optional information. Check all that apply.)

- Architecture and Engineering (A&E)
- Construction Firm
- Manufacturer of Goods
- Research and Development
- Service Provider

SELECT ONE:  
IF DESIGN BUILD  
OR  
IF QUALITY ASSURANCE

Is your business certified by a state certifying agency as a department of transportation (DOT) Disadvantaged Business Enterprise (DBE)?

- Yes - DoT Certified DBE

If your organization is a Federally Recognized Native American Entity, check all that apply.)

- Alaskan Native Corporation Owned Firm
- American Indian Owned
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm

NOT APPLICABLE

Save and Continue

Validate/Save Data

# Goods/Services Page

## Goods / Services

[Page Help](#)

Missing or Invalid Data   Required Data   View-Only Data (Edits not allowed)

### NAICS Codes

North American Industry Classification System (2007 NAICS codes only).

6 numeric digits  
Maximum of 1,000 codes

**INPUT ONLY ONE:**  
**Design Build:**  
**236220**  
**Quality Assurance:**  
**541350**

The North American Industry Classification System (NAICS) identifies what type of activity (e.g. Agriculture, mining, construction, manufacturing, etc.) your business performs as well as the type of product or service you offer. The government buyers will access CCR to query those vendors with appropriate 2007 NAICS to meet their procurement needs. Please refer to <http://www.census.gov/naics/2007/index.html>

NAICS 6 Digit List: <http://www.census.gov/naics/2007/NAICO607.HTM>

### SIC Codes

Standard Industrial Classification (SIC).

**INPUT ONLY ONE:**  
**Design Build:**  
**1522**  
**Quality Assurance:**  
**8711**

4 or 8 numeric digits

Only 20 allowed

The Standard Industrial Classification (SIC) coding system identifies what type of activity (e.g. Agriculture, mining, construction, manufacturing, etc.) your business performs as well as the type of product or service you offer. The government buyers will access the CCR to query those vendors with appropriate SIC to meet their procurement needs. Please refer to the [SIC Code Reference Web Site](#).

### Product Service Codes

Product Service Codes (PSC).

**NOT APPLICABLE**

4 alphanumeric digits

Only 10 allowed

Product Service Codes (PSC) are used to identify the products and services your company supplies to the government and are similar to Standard Industrial Classification (SIC) codes. FSC is used to identify products and PSC is used to identify services. For PSC Wizard, please refer to the [PSC Wizard](#).

### Federal Supply Classification Codes

Federal Supply Classification (FSC).

**NOT APPLICABLE**

4 alphanumeric digits

Only 10 allowed

Federal Supply Classification (FSC) are used to identify the products and services your company supplies to the government and are similar to Standard Industrial Classification (SIC) codes. FSC is used to identify products and PSC is used to identify services. For FSC Lookup, please refer to the [FSC Lookup For DLA FSC Handbook](#).

[Page Help](#)

**Save and Continue**



Validate/Save Data

# Financial Information Page

tion Delete Registration View Registration Help Log Out

## Financial Information

[Page Help](#)

Missing or Invalid Data  Required Data  View-Only Data (Edits not allowed)

### Electronic Funds Transfer (EFT)

This content is optional for Non-U.S. Businesses.

Financial Institution:

ABA Routing Number:

Account Number:

Re-enter Account Number:

Account Type:  Checking  Savings

Lockbox Number:

**Optional**

### Automated Clearing House (ACH)

At least one method of contact must be entered for your financial institution unless you are a government organization or a Non-U.S. Business.

US Phone Number:

Non-US Phone Number:

FAX (US Only):

E-mail Address:

**Optional**

### Remittance Information

Address to mail check to if EFT is temporarily unavailable.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Name:

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:  All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

**Can paste information from previous Contact Template, or create another Contact**

### Accounts Receivable Point of Contact

NOTE: All CCR Financial email correspondence will be directed to this person at this email address.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Name:

E-mail Address:   
(e.g. email@bpr.gov)

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

**Can paste information from previous Contact Template, or create another Contact**

### Credit Cards

Does the company accept credit cards as a method of payment?  Yes  No

[Page Help](#)



# Points of Contact Page—Part 1

## Points of Contact (POC)

Page 1/1/1/1

Mixing or Invalid Date Required Date View-Only Data (Edits not allowed)

### CCR POC (Registrant Name) Primary

The Registrant acknowledges that the information provided is current, accurate, and complete.  
NOTE: All CCR email correspondence will be directed to this person at this email address.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Create Contact Template Paste Contact Template

Name:

E-mail Address:  
(e.g. email@bpm.gov)

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

Can paste information from previous Contact Template, or create another Contact

### Government Business Point of Contact - Primary

The person in the company responsible for marketing and sales with the government. This information will be publicly displayed on the CCR Search Web Site. All methods of contact are required if the Government Business Point of Contact is entered.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Create Contact Template Paste Contact Template

Name:

E-mail Address:  
(e.g. email@bpm.gov)

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:  All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

Can paste information from previous Contact Template, or create another Contact

### Government Business Point of Contact - Alternate

The person in the company responsible for marketing and sales with the government. This information will be publicly displayed on the CCR Search Web Site.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Create Contact Template Paste Contact Template

Name:

E-mail Address:  
(e.g. email@bpm.gov)

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:  All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

Can paste information from previous Contact Template, or create another Contact

# Points of Contact Page—Part 2

## \* Electronic Business Point of Contact - Primary

The person in the company responsible for authorizing individual company personnel access into government electronic business systems [e.g. Electronic Document Access (EDA), Wide Area Work Flow (WAWF), etc.] This information will be publicly displayed on the CCR Inquiry Web Site.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Name:

E-mail Address:   
(e.g. email@bpn.gov)

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:  All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

**Can paste information from previous Contact Template, or create another Contact**

## + Electronic Business Point of Contact - Alternate

This information will be publicly displayed on the CCR Inquiry Web Site.

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Name:

E-mail Address:   
(e.g. email@bpn.gov)

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:  All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

### Marketing Partner Identification Number (MPIN)

\* MPIN:

Create your own MPIN that will be shared with authorized partner applications (e.g. Grants.gov, Online Representations and Certifications Application (ORCA), Past Performance Information Retrieval System (PPIRS), etc.)

The MPIN acts as your password in these other systems, and you should guard it as such.

The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

**Save and Continue**

[Page Help](#)

# Executive Compensation Page

Registration Status  
**New Registration**

Navigation Menu

Required Information	<a href="#">Status</a>
<a href="#">General Information</a>	<input checked="" type="checkbox"/>
<a href="#">Corporate Information</a>	<input checked="" type="checkbox"/>
<a href="#">Goods / Services</a>	<input checked="" type="checkbox"/>
<a href="#">Financial</a>	<input checked="" type="checkbox"/>
<a href="#">Points of Contact</a>	<input checked="" type="checkbox"/>
<a href="#">Executive Compensation</a>	<input type="checkbox"/>
<a href="#">Proceedings</a>	<input type="checkbox"/>
<a href="#">IRS Consent</a>	<input type="checkbox"/>
Optional Pages	<a href="#">Status</a>
<a href="#">Optional Contacts</a>	<input type="checkbox"/> NR
<a href="#">EDI</a>	<input type="checkbox"/> NR
<a href="#">Disaster Response</a>	<input type="checkbox"/> NR
<a href="#">DUNS +4</a>	<input type="checkbox"/> NR
D&B Monitoring	<a href="#">Status</a>
<a href="#">D&amp;B Monitoring</a>	<input checked="" type="checkbox"/>

System Messages

## Executive Compensation

Missing or Invalid Data    Required Data    View-Only Data (Edits not allowed)

In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes  No **SELECT YES OR NO**

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes  No

### Compensation

Provide the following information for the five most highly compensated executives in your business or organization (including parent organization, all branches, and all affiliates worldwide):

	Name	Position Title	Total Compensation Amount for the Entity's last complete fiscal year	
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$0	\$XXX,XXX,XXX,XXX
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$0	\$XXX,XXX,XXX,XXX
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$0	\$XXX,XXX,XXX,XXX
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$0	\$XXX,XXX,XXX,XXX
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	\$0	\$XXX,XXX,XXX,XXX

**Save and Continue**

Validate/Save Data

# Proceedings Page

tion Delete Registration View Registration Help Log Out

## Proceedings

Missing or Invalid Data Required Data View-Only Data (Edits not allowed)

Does your business or organization (including parent organization, all branches, and all affiliates worldwide) have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Yes  No

**SELECT YES OR NO, probably NO**

Within the last five years, has your business or organization (including parent organization, all branches, and all affiliates worldwide) and/or any of its principals, in connection with the award to or performance by your business or organization of a Federal or State contract or grant, been involved in a

1. criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault, and/or
3. administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Yes  No

**SELECT YES OR NO**

### Proceeding Primary Point of Contact

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Create Contact Template

Paste Contact Template

Name:

E-mail Address:

(e.g. email@bpn.gov)

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:

All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

**If yes, paste information from previous Contact Template, or create another Contact**

### Proceeding Alternate Point of Contact

Copy address information to multiple contacts by clicking the [Create Contact Template] button and following the instructions.

Create Contact Template

Paste Contact Template

Name:

E-mail Address:

(e.g. email@bpn.gov)

Address Line 1:

Address Line 2:

City:

U.S. State or Canadian Province:

Province:

All countries other than USA or Canada.

Zip/Postal Code:

[U.S. Zip+4 Code Look-up](#)

Country:

U.S. Phone Number:

Telephone Extension:

Non-U.S. Phone Number:

Fax Number:

**Save and Continue**

Validate/Save Data

# Yes, Proceedings Exist

**\*** Within the last five years, has your business or organization (including parent organization, all branches, and all affiliates worldwide) and/or any of its principals, in connection with the award to or performance by your business or organization of a Federal or State contract or grant, been involved in a

1. criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Yes  No

## Proceedings

Since you have answered yes to the above questions you must complete the following information: one detailed entry per proceeding, both a primary and alternate point of contact toward which additional questions may be directed.

**Save and Continue**



Add New Proceeding

# Add New Proceeding

Proceeding

\* Date:  (MM/DD/YYYY)

\* Instrument:

State:

\* Instrument Number:

\* Type:

\* Disposition:

\* Description:

Up to 500 characters

Cancel Save

Save and Continue



## Select Instrument

 Instrument:

- U.S. Federal issued contract
- U.S. Federal issued grant / assistance instrument
- State issued contract
- State issued grant

## Select Proceeding Type

 Type:

- Administrative
- Criminal
- Civil

## Select Proceeding Disposition

 Disposition:

- Conviction / Finding of Fault
- Other acknowledgment of fault

## Proceeding Added

Proceedings

Since you have answered yes to the above questions you must complete the following information: one detailed entry per proceeding, both a primary and alternate point of contact toward which additional questions may be directed.

Instrument Number	Disposition Date	Edit	Delete
<a href="#">789123890123</a>	01/10/2009	<a href="#">Edit</a>	<a href="#">Delete</a>



# IRS Consent Page: Not Applicable for International Organizations

## CONSENT TO DISCLOSURE OF TAX INFORMATION

[Page Help](#)

I hereby authorize the Internal Revenue Service (IRS) to validate that the Legal Business Name and Taxpayer Identification Number (TIN) (Employer Identification Number or Social Security Number) provided by the registrant matches or does not match the name and/or name control and TIN in the files of the IRS for the most current tax year reported.

Pursuant to 26 U.S.C. 6103(c), I hereby authorize the Internal Revenue Service (IRS) to disclose to the officers and employees of the Central Contractor Registration (CCR) Program Office whether the name and/or name control and TIN provided in connection with this registration is the TIN maintained in IRS files for **DAVIS AIRCRAFT PRODUCTS CO., INC.** for the most current tax year reported. I recognize that this validated TIN will reside on the CCR and be accessible to Federal Government procurement officials and other government personnel performing managerial review and oversight, for use in all governmental business activities including tax reporting requirements and debt collection.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213. In addition by providing the following information, I certify that I have the authority to execute this consent for the disclosure of **this return information** on behalf of the registrant.

 **Missing or Invalid Data**     **Required Data**     **View-Only Data (Edits not allowed)**

### TIN Consent

 Taxpayer Name:

 Taxpayer Identification Number (TIN):  See above note for IRS definition

 Taxpayer Street Address 1:

 Taxpayer Street Address 2:

 Taxpayer City:

 Taxpayer State:

 Taxpayer Zip+4/Postal Code:

 Taxpayer Country:

 Type of Tax:

 Tax Year (insert most recent tax year):

 Name of Individual Executing Consent:

 Title of Individual Executing Consent:

 Signature:  Enter your MPIN here

Your MPIN can be found at the bottom of the [Points of Contact](#) page.

 Date:

[Page Help](#)



**BUILDING STRONG®**

# Successful Registration Finish

## Registration Complete

DUNS: 001666619

Date: 7/27/2009

[Send To Printer](#)

NOTE: If you would like a print your entire registration for your records, please click on View Registration in the menu bar at the top of the page and then click on "Send to Printer".

Submission of offers on solicitations requires Representations and Certifications. Please allow 48 hours for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at <HTTPS://ORCA.BPN.GOV> to enter the information electronically.

**You have successfully finished your CCR Registration!!!**

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.



**THIS COMPLETES  
YOUR  
REGISTRATION**

For Official Use Only.



**BUILDING STRONG®**

# Registration and Forms

- 1. Registration with the Ministry of Trade through Afghanistan Investment Support Agency (AISA)
- Website [www.aisa.org.ag](http://www.aisa.org.ag)
  
- 2. Contact the Afghan Small Business Office USACE at [william.m.weaver@usace.army.mil](mailto:william.m.weaver@usace.army.mil) and ask to be included in the USACE contractors data base. Information and forms to be filled out will be e mailed to you.



# Solicitations

- Regulations
- The U.S. Army Corps of Engineers uses the following regulations. All clauses referenced within the solicitation or resulting contract are taken from one of these regulations.
- Note: Please use these web links as a tool to familiarize yourself with the Governments regulations.
- Federal Acquisition Regulations (FAR)
  - <http://www.acquisition.gov/comp/far/index.html>
- Defense Federal Acquisition Regulation Supplement (DFARS)
  - <http://www.acq.osd.mil/dpap/dars/dfars/html/current/tochtml.htm>
- Army Federal Acquisition Regulation Supplement (AFARS)
  - <http://farsite.hill.af.mil/VFAFAR1.HTM>



# Solicitations

## Evaluation Criteria

- Experience/Past Performance- covered on slide 51.
- Afghan Socio-Economic
  - ▶ USACE does not assume you will provide Afghan workers because you are an Afghan business
  - ▶ State how you will include Afghan workers or subcontractors in your proposal
- Technical – See Helpful Hints below
- Cost/Price
  - ▶ Price competitively, but ensure you can do the work for the price you propose
  - ▶ Must be within 25% of the Independent Government Estimate to be considered
    - Unit Prices are verified with local and area vendors



# Helpful Hints

1. Read through the entire Statement of Work (SOW)

If there is an attachment or reference mentioned, read this also.

2. Make a list of (or highlight) the important points in the SOW.

3. Identify all requirements and reports in Sections 00110 and 00120.

4. When preparing your technical proposal, ensure that you answer each of evaluation criteria points.

5. Be thorough but do not submit more pages than required.

6. Make sure you respond to solicitation amendments and acknowledge each one.



# Solicitations

## Past Performance/Experience

- Past performance is a VERY IMPORTANT evaluation factor.
- Provide previous Government and Commercial contracts with work that is RELEVANT to the requirement for which you are submitting a proposal.
  - Contract Number, Agency/Company, Contact Information
  - Verify information submitted in your proposal
  - Contact your references to let them know we will be calling them
- Subcontracts, Teaming Agreements, and Joint Ventures count also.

## Contact Information

- Please provide a primary and alternate contact when submitting your proposal. Name, address, E-Mail, and phone number.  
If we can't contact you, then your company does not get the award.

## Proposal Identification

- Put your company name on all pages of your proposal.



# Other Considerations

- 1. Defense Base Act (DBA) Insurance
  - ▶ Financially covers your worker and families in case they are hurt in an accident.
  - ▶ Required on all foreign contracts before award.
    - Must have paid invoice from the Insurance company.
  - ▶ Workers Compensation in the U.S.
  - ▶ Separate Contract Line Item in the Contract.
  
- 2. Prompt Payment Clause
  - ▶ Must pay your Subcontractors and must provide copies of payroll.
  - ▶ Benefits you by getting your money within 30 days.



# How to Win Contracts

Lay it out like this:

- **Technical**

- How are you going to accomplish the work. Project outlined in Section 00110
- How many Afghan workers are you going to use
- How are going to make sure your workers get paid on time and a fair amount
- Talk about a security plan (How are you going to protect the job site and the workers)
- Include a detailed schedule of when you will complete each task for job completion

- **Price**

- Give a breakdown of all items and labor if asked in the proposal
- NO MARKUPS
- Profit should only be 8% to 15% depending on difficulty and complexity

- **Past Performance**

- Include a list of the kind of work, the location, dates, price, and names & contact information of the Contracting Officers and their representatives for each project



# How to Submit a Proposal

- Evaluation Criteria

- Highest quality of work as determined from your Technical Proposal
- Shortest amount of time to complete the project
- Greatest number of Afghan workers used on the project
- Plan for Security
- Lowest price that is reasonable and is within 25% of the Independent Government Estimate

**THE LOWEST PRICE DOES NOT ALWAYS WIN THE CONTRACT . SHARPEN YOUR PENCIL**

- Now that you have completed your proposal and it is error free

- Time to submit your Proposal by hand delivery.
- Please bring your proposal to the U.S. Corps of Engineer Headquarters compound at Qalaa House, Kabul, Afghanistan
- Package must have Attention: To the appropriate Contracting Officer (John Smith)
- Must be accepted and stamped by Security guards no later than the time stated in the solicitation

**Good Luck!**

