

CICP

March 15, 2005

NOTICE TO THE TRADE – DeCA NOTICE 05-68

SUBJECT: On-Line Representations and Certifications Application (ORCA)

The purpose of this Notice to the Trade is to notify industry of DeCA's implementation of the On-Line Representations and Certifications Application (ORCA) program, which is a part of the Federal Integrated Acquisition Environment (IAE) eGovernment initiative.

As of January 2005, the Federal Acquisition Regulation (FAR) mandates the implementation of this new electronic representations and certifications (reps and certs) program. In the past, prior to the establishment of a new contract or Resale Ordering Agreement (ROA), the vendor was required to complete a paper copy of the reps and certs for each and every individual action. ORCA streamlines this process and allows data to be entered electronically through a central database. This new process will allow DeCA to query and download a firm's electronic record, thereby eliminating the time-consuming manual step of the current process.

DeCA vendors with existing contracts or ROA's need not take any immediate action for their existing agreements, as they have previously completed a manual version of the reps and certs prior to the award of their contract or agreement. DeCA will phase in the use of the ORCA process for all new agreements established after January 2005, or as current agreements are modified for other reasons. All vendors are encouraged to complete their on-line provisions in ORCA at their earliest opportunity, and maintain their reps and certs annually, perhaps in conjunction with their registration in the Central Contractor Registration (CCR).

ORCA is not a DeCA system; it is originated and maintained by the Federal Government. Government contracting activities, including DeCA, are required to utilize the system to obtain vendors' reps and certs. Both the CCR program administrators and the General Services Administration (GSA) sent notification to the vendors/contractors to remind them to create their reps and certs at the ORCA website (www.bpn.gov/orca). Vendors who have questions concerning ORCA should contact the CCR help number (888-227-2423), review the FAQ section on the ORCA website (www.bpn.gov/orca), or download the ORCA handbook from the Help section of the ORCA website.

The point of contact for this matter is Melissa Rios at (804) 734-8680.

/s/

Scott E. Simpson
Chief Operating Officer