



EDUCATION AND ACCESS FOR WOMEN
IN FEDERAL CONTRACTS



Give Me 5

- National program from WIPP & American Express OPEN designed to educate women business owners on how to apply for and secure federal procurement opportunities.
- Give Me 5 works to increase the representation of Women Business Owners that win government contracts by providing resources and information to make it easier for them to register their businesses with the Central Contractor Registry (CCR). This is a requirement to gain eligibility to apply for federal contracts.
- Women Business Owners could gain more than \$5 billion in annual revenues if the 5% contracting goal set by Congress was reached.



Women Impacting Public Policy (WIPP)

- The Voice for Women in Business in our Nation's Capital.
- National nonpartisan public policy organization that advocates for and on behalf of women in business, strengthening their voice in the legislative process, creating economic opportunities and building bridges and alliances to other small business organizations.
- Representing over half a million Women Business Owners including over fifty business organizations.
- Thirty local Instant Impact teams across the country engaging with legislative officials and the business community to advocate for Women Business Owners.



Give Me 5 108: Renewing and Developing Your CCR & ORCA Profiles

Presented by:



**: Angela Dingle, President,
Ex Nihilo Management, LLC &
Co-Chair WIPP Diversity
Committee**



Course Goals

- How and when to renew your Central Contractor Registration (CCR)
- How and when to update your Online Representations and Certifications Application (ORCA)





Federal Acquisition Regulation (FAR) Clause 4.11
requires “active registration” in the CCR prior to
award of a contract or agreement
FAR Clause 52.232-33 requires registration for
payment



- **Active Registration Means:**
 - All mandatory fields have been validated
 - Record has been marked **Active Registration**
 - Consent for Taxpayer Identification Number (TIN) validation to the government has been provided

Manage Users

Review the list of users assigned to your registration and their contact information. Add, edit or remove users as necessary to ensure your team has the appropriate access.



Submitting a Renewal

You must click “Validate/Save Data” at the bottom of each registration page to activate the renewal even if none of your information has changed. Note that some requirements may have been implemented since your last visit



Required Information



Missing or Invalid Data



Required Data



View-Only Data (Edits not allowed)

Required Information

- **General Information**
 - View only data is populated and cannot be changed in the CCR update
 - You are required to annually validate Average Annual Receipts and Number of Employees for all affiliates
 - Information Opt-Out



Required Information



Missing or Invalid Data



Required Data



View-Only Data (Edits not allowed)

Required Information

Goods/Services

- You can add or change NAICS Codes at any time. Nothing precludes you from bidding on a procurement that has a NAICS code that you have not listed in your record.



Required Information



Missing or Invalid Data



Required Data



View-Only Data (Edits not allowed)

Required Information

Financial

- **Electronic Funds Transfer (EFT) is the Federal Government's preferred payment method and has been legally mandated for all contract, grant and cooperative agreement payments.**



Required Information



Missing or Invalid Data



Required Data



View-Only Data (Edits not allowed)

Required Information

Points of Contact

- You are required to annually validate that information for the listed points of contact is correct
- Marketing Partner ID Number (MPIN) is your password for other reporting systems (e.g., ORCA, Grants.gov, etc.)



Required Information



Missing or Invalid Data



Required Data



View-Only Data (Edits not allowed)

Required Information

IRS Consent

- **Consent is required to maintain an active registration. However, this information only needs to be updated if your Legal Business Name or TIN has changed**

Required Information



Missing or Invalid Data



Required Data



View-Only Data (Edits not allowed)

D&B Monitoring

Validation is mandatory

- If your information is incorrect or does not match D&B, you will not be allowed to update your profile in CCR.
- Once corrected, you must return to the CCR and accept changes made by D&B





**Mandated by FAR Clause 52.204-8
Replaces the paper-based Representations
and Certifications process**





Things You Need:

- An “Active” CCR Registration
- MPIN from your CCR Registration
- Your DUNS Number



Your Responsibilities

- **Ensure the accuracy of your information**
- **Update your information as it changes**
- **Renew your record at least once a year**
- **Provide contract specific Reps & Certs as necessary**



Submitting a Renewal

You must click “Save and Continue Questionnaire” on each page, then click “Save and Continue to Certification” on page 5. After clicking the boxes for all Read Only questions on the Certification page, click “Submit Certification” to activate the renewal, even if none of your information has changed.



ORCA Primary Point of Contact

- Review the information listed for the primary POC and update as required.
- Ensure physical business address matches the information in D&B



Reminders

- **There are 5 pages in the Questionnaire**
- **There are a total of 29 questions.**
- **There are 5 read-only FAR clauses and 9 DFARS clauses that you must check off in order to complete the ORCA update**
- **Once you submit, the ORCA is immediately active**



Your Responsibilities

- Ensure the accuracy of your information
- Renew and revalidate every 12 months from the date of previous registration
- Maintain active registration until all payments have been made
- Keep information at D&B and IRS updated so changes are reflected in CCR
- Ensure that the E-Business and Administrator points of contact have the information necessary to fulfill their roles



Review

- **CCR must be updated every 12 months from the date of previous registration**
- **ORCA must be updated at least once a year or as necessary to comply with solicitation requirements**
- **Some data is populated based on your D&B profile so keep it updated also!**



Questions???



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Programs Powered by WIPP:

Give Me 5 is a part of the *Women, Money and Opportunity* series, which combines resources and the wealth of knowledge within the WIPP community to educate women business owners.



Give Me 5
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www.GiveMe5.com



Entrepreneurs, Energy & Environment
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JOIN WIPP!

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5%
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