



GIVE ME FIVE
5%

EDUCATION AND ACCESS FOR WOMEN
IN FEDERAL CONTRACTS

Women business owners stand to gain more than
\$5 BILLION in increased annual revenues.

**GIVE ME 5 IS MAKING IT HAPPEN BY
REACHING THE 5% GOAL.**

   **OPEN**

GIVEME5.COM

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

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



Women Impacting Public Policy (WIPP)

- The Voice for Women in Business in our Nation's Capital.
- National bipartisan public policy organization representing over half a million Women Business Owners including over 48 business organizations.
- Advocates for and on behalf of women and minorities in business.
- Thirty local Instant Impact teams across the country engaging with legislative officials and the business community to advocate for Women Business Owners.

www.wipp.org



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.
- Women Business Owners could gain more than \$6 billion in annual revenues if the 5% contracting goal set by Congress in 2000 was reached.

www.GiveMe5.com



Instructor

Angela Dingle, President Ex Nihilo Management, LLC

- **Women Impacting Public Policy (WIPP) Diversity Committee Co-Chair**
- **Chair, Women's Presidents, Officers and Chief Executives (POCx) Group, The American Small Business Coalition**
- **Vice President of Marketing, Institute of Management Consultants, National Capital Region**





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



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



Reminders

As of December 21, 2009, Trading Partner Identification Number (TPIN) and Confirmation Number are no longer valid

If you haven't created a user account, contact the Federal Service Desk at 1-866-606-8220
If you've forgotten your user ID or password you can request a reset online.



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.



 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



 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.



 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.



 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.)



 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



 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



 Missing or Invalid Data

 Required Data

 View-Only Data (Edits not allowed)

Pending Changes to the CCR

American Recovery and Reinvestment Act (ARRA)
Reporting Requirements
The National Defense Authorization Act,
Section 872

Scheduled to become effective March 2010



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



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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IN FEDERAL CONTRACTS



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We Decide
The Voice for **Women** In Business
In Our Nation's Capital

Get Involved!

- Procurement, Energy & Healthcare Committees
- Local Instant Impact Teams
- Weekly Policy Updates Relating to Your Business

1-888-488-WIPP

www.wipp.org

Questions? Contact WIPP Staff

GM5 Program Manager: Michael Fravel ▪ mfravel@wipp.org ▪ (415) 434-4314

Membership Director: Stephanie McFee ▪ smcfee@wipp.org ▪ (561) 370-9340



The graphic is split into two main sections. The left section has a light blue background with a sunburst pattern. At the top is a red star, followed by the text 'GIVE ME FIVE' in blue. Below that is a large red '5%' with a blue star underneath. At the bottom of this section is the text 'EDUCATION AND ACCESS FOR WOMEN IN FEDERAL CONTRACTS'. The right section has a dark red background. At the top, it says 'Women business owners stand to gain more than \$5 BILLION in increased annual revenues.' Below that, in white, is 'GIVE ME 5 IS MAKING IT HAPPEN BY REACHING THE 5% GOAL.' In the center is a blue star with horizontal lines on either side, and below it is 'GIVEME5.COM'. On the bottom left is the WIPP logo with the tagline 'We Decide. The Value for Women in the Federal Contract.' On the bottom right is the American Express OPEN logo.

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AMERICAN EXPRESS OPEN

Give Me 5 has received fantastic media coverage in many publications such as the New York Times and Wall Street Journal. American Express OPEN & WIPP are working with a major national PR Agency to help spotlight your business and your success in breaking into the federal contracting area. Contact Michael(mfravel@wipp.org) for more information.