



## DEPARTMENT OF THE ARMY

U.S. ARMY CONTRACTING AGENCY  
DIRECTORATE OF CONTRACTING  
681 HARDEE PLACE  
WEST POINT, NEW YORK 10996-1514

REPLY TO  
ATTENTION OF

11 Jan 2005

MEMORANDUM FOR FEDERAL CONTRACTORS/VENDORS:

SUBJECT: Online Representations and Certifications Application (ORCA)

1. Effective January 1, 2005, the Federal Acquisition Regulation (FAR) **requires** the use of the Online Representations and Certifications Application (**ORCA**) in Federal solicitations as a part of the proposal submission process. **ORCA** is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR required representations and certifications previously found in solicitations. With **ORCA**, you now have the ability to enter and maintain your representation and certification information, at your convenience, via the Internet at <http://orca.bpn.gov>. In addition, rather than receiving and reviewing paper submissions, government contracting officials will access **ORCA** and review your information online as a part of the proposal evaluation process. You will no longer have to submit representations and certifications completed in **ORCA** with each offer. Instead, a solicitation will contain a single provision that will allow you to either certify that all of your representations and certifications in **ORCA** are current, complete and accurate as of the date of your signature, or list any changes.

2. To prepare for this requirement and to register in **ORCA**, you will need to have two items; an active Central Contractor Registration (CCR) record and a Marketing Partner Identification Number (MPIN) identified in that CCR record. Your DUNS number and MPIN act as your company's ID and password into **ORCA**. (Visit [www.ccr.gov](http://www.ccr.gov) for more information on creating and entering your MPIN). The basic information provided in your CCR record is used to pre-populate a number of fields in **ORCA**. Vendors are reminded to protect their MPIN from unauthorized use.

3. Once in **ORCA**, you will be asked to review pertinent information pre-populated from CCR, provide a point of contact, and answer a questionnaire that contains up to 26 questions. The questionnaire is to help you gather information you need for the clauses. The questionnaire is not the official version. Be sure to read the provisions carefully.

4. Detailed information regarding **ORCA**, how to submit your record, and whom to call for assistance can be found on **ORCA**'s homepage at <http://orca.bpn.gov> under "Help".

5. POC for this information is the undersigned at (845) 938-2907.

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