



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
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EMS TRANSMISSION

Instruction Memorandum No. BC-2004-004, Change 1
Expires: 09/30/2005

To: All Washington Office and Field Officials
Attention: Acquisition and Assistance Officers, Finance Staff

From: Director, National Business Center

Subject: Implementation of the Central Contractor Registration System (CCR)

Program Area: All Acquisition & Assistance Officers and Finance Staff

Purpose: This Instruction Memorandum establishes policy and provides guidance for BLM implementation of the Central Contractor Registration System (CCR).

Policy/Action: Effective October 1, 2003, the following policy will apply to all solicitations and awards issued by the BLM. Refer to Attachment 1 for Implementation guidance and Attachment 2, Department of Interior (DOI) Memorandum from the office of Acquisition and Property Management.

1. All Vendors must be registered on CCR to be eligible to receive an award. This policy includes all procurement awards (i.e. New Contracts, BPA & BPA Calls, Space Leases, Task/Delivery Orders and related modifications) dated on or after October 1, 2003. This policy also applies to existing awards issued prior to October 1, 2003 where the period of performance will go beyond December 31, 2003.
2. All Procurement Offices will use CCR for establishing vendor source lists (Bidders Mailing Lists)
3. With the exception of Cooperative Agreements & Grants and those exceptions noted in Attachments 1, Vendors must be active and registered in CCR to be eligible to receive payments for all invoices that are dated or submitted after October 1.

Timeframe: The policy and guidance provided in this Instruction Memorandum will become effective October 1, 2003.

Budget Impact: There are no impacts on Budget as a result of the issuance of this IM.

Background: The Office of Acquisition and Property Management Memorandum dated October 7, 2002, implemented guidance for Department-wide implementation of Office of Management and Budget (OMB)/Office of Federal Procurement Policy (OFPP) Fiscal Year 2003 performance requirements to expand on-line procurement and electronic commerce. Federal Acquisition Circular (FAC) 2001-16 was issued on October 1, 2003 to implement this initiative.

Manual/Handbook Sections Affected: None

Coordination: This IM was jointly developed between the BLM Washington Procurement Office and the Director, National Business Center. The IM was also distributed to State Procurement Analysts and the Finance Office for review and comments.

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Attachments:

- 1 – CCR Implementation Guidance, (3 pp)
- 2 – Memorandum, Office of Acquisition and Property Management, (3pp)