ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process.

http://www.bpn.gov

Firms interested in architect-engineer contracts with the Federal government can also enter general qualifications required by Standard Form 330, Part II. Submission of the SF 330 Part II through ORCA is voluntary. For FAQ's regarding SF 330 Part II in ORCA

Frequently Asked Questions (FAQ)

Who can see my records?
ORCA records are considered public information. Anyone with access to the Internet, that knows your DUNS number, can search the archives to view an ORCA record.

What is ORCA?
Online Representations and Certifications Application is an e-Government initiative that has been developed to replace most of the paper based Representations and Certifications (Reps and Certs) process, known as Section K, by creating an Internet application that allows user access 24/7.

Why was ORCA created?
Prior to ORCA, vendors were required to submit Reps and Certs for each individual large purchase contract award. Now, using ORCA, a contractor can enter their Reps and Certs information once for use on all Federal contracts. This site not only benefits the contractor by allowing them to maintain an accurate and complete record but also the Contracting Officer as they can view every record, including archives, with the click of a mouse.

Who needs to register in ORCA?
You must be registered in ORCA if the solicitation you are responding to requires that you have an active registration in CCR.

Where do I register?
ORCA is an on-line system that is located on the Internet. The ORCA site can be found by going to http://www.bpn.gov and clicking on "Online Reps and Certs Application" on the left side of the screen. If you do not have access to the Internet or feel you need extra Internet help please contact the Procurement Technical Assistance Center (PTAC) (www.dla.mil/db/procurem.htm) closest to you.

What information will I need to complete my ORCA registration?
Two items are needed prior to registration; (1) An active record in CCR, (2) An MPIN

from that active CCR record. Visit www.ccr.gov to complete these tasks if you haven't already. More information about the questions asked in ORCA can be found in the ORCA Handbook.

What is an MPIN?

The Marketing Personal Identification Number (MPIN) is a 9-digit code containing at least one alpha character and one number (no special characters or spaces). The MPIN is created, by you, in your company's CCR record and acts as a password for other various government systems. The MPIN is the last data field in the "Points of Contact" section of the registration. Once you've entered your new MPIN into CCR, it will take 24 to 48 hours to update. After that, you can begin your registration in ORCA. Go to www.ccr.gov if you need more information on setting up your MPIN.

Why is there a questionnaire?

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 clauses carefully.

How often do I fill out the questionnaire?

You can update or change your Reps and Certs information whenever necessary and the 365 days clock will start over from the day of change.

Where can the SF 330 Part II be submitted electronically?

The SF 330 Part II has been incorporated into the Online Representations and Certifications Application (ORCA). The ORCA link can be found at www.bpn.gov.

Why was the SF 330 Part II incorporated in to ORCA?

To ease the burden on vendors, the government determined that the qualifications of A-E firms could be easily submitted via an electronic method. ORCA was chosen as the place to collect and store the 330 Part II information. Now a vendor can enter ORCA at any time and supply both their reps and certs and 330 Part II information. Since the site is available 24/7 the vendor can enter, update or change any of their information with the click of a mouse. If there is no change to the information posted, a company record remains active for 365 days. When a change is made, that record is archived and the current record becomes activated and the expiration date is reset for another 365 days. This reduces time spent and paper collected by both the government and the vendor.

Do I have to register my SF 330 Part II information in ORCA?

Submission of the SF 330 Part II through ORCA is voluntary.

On ORCA, I don't see a direct link to the SF 330 Part II information. Where do I add my information?

Question number 26 on the ORCA questionnaire collects all SF 330 information. However, you must fill out all the other answers on the questionnaire, not just #26

Do I have to answer all the Reps and Certs questions or just provide SF330 Part II information?

Yes, you must answer all the Reps and Certs in order to provide any SF330 Part II information.