

April 13, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-28
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Announcement of a New Federal Acquisition Regulation: Online Representations and Certifications Application

1. Purpose. To announce the new Online Representations and Certifications Application (ORCA) requirements for new and existing government contractors.
2. Background. On December 20, 2004, the Department of Defense, General Services Administration, National Aeronautics and Space Administration published a Final Rule in the Federal Register (Volume 69, Number 243) to amend the Federal Acquisition Regulation (FAR) to require contractors to provide representations and certifications electronically via www.bpn.gov/orca in conjunction with the required registration in the Central Contractor Registration (CCR) database. The effective date of the Final Rule is January 1, 2005.

Much of the information entered in to the CCR database will populate in ORCA; however, some additional information will be required of contractors. Contractors are required to update the representations and certifications submitted to ORCA as necessary, but at least annually, to ensure they are kept current, accurate and complete. The representations and certifications are effective until 1 year from date of submission or update to ORCA. The Final Rule adds a new Subpart 4.12 to the FAR to address ORCA requirements. The purpose of the rule is to reduce the administrative burden for contractors submitting the same information to various contracting officers, and to establish a common source for this information for procurement offices across the Government.

3. Action. Department of Labor/Job Corps contractors responding to solicitations in excess of the micro-purchase level should complete the online representations and certifications. The National Office of Job Corps will modify the model Center Operations and Outreach, Admissions and Career Transition Services RFPs to make the appropriate changes to Part II: Contract Clauses and Part IV: Representations and Instructions.
4. Expiration Date. Until superseded.
5. Inquiries. Please refer any questions regarding this Notice to Renee Evans, at (202)693-3091, or e-mail to Evans.renee@dol.gov.