



REAL PROPERTY MANAGEMENT DIVISION POLICY BULLETIN NUMBER 8

March 2, 2006

Subject: Central Contractor Registration

Category: Lease Acquisition

The FAR was amended effective October 1, 2003, to require General Contractor Registration under FAR 52.204-7. As a result of the amendment, Lessors are now required to register in the Central Contractor Registration (CCR) database prior to award of any contract. In addition, Contracting Officers are required to modify existing contracts whose period of performance extends beyond December 31, 2003, to require contractors to register in the CCR database.

GSA Forms 3517 and 3518 were revised as of July 2005, as a result of this amendment. Updated forms can be found at www.gsa.gov, under the Forms Library.

For leases that are currently being worked on, please amend active SFO packages to include updated versions of GSA Form 3517 and 3518. You may also want to direct the Offerors to Paragraph 22 of the General Clauses which defines their new responsibility pursuant to the CCR database. For existing leases, our policy will be to update those leases with current clauses whenever processing a Supplemental Lease Agreement.

Specific questions on registration details can be submitted to a Help Desk linked from the CCR website and Lessors can use that system to answer questions they may have. You can access the CCR at www.ccr.gov.

