

Department of Defense

204.7202-3

204.7202-1 CAGE codes.

(a) CAGE codes are assigned or maintained by the Defense Logistics Services Center (DLSC) to identify commercial and Government activities. Their use is prescribed by 253.204-70(b)(5)(ii)(C) and DoD 4000.25-5-M, Military Standard Contract Administration Procedures (MILSCAP).

(b) CAGE codes have also been known in the past as federal supply codes for manufacturers (FSCM) and federal supply codes for nonmanufacturers (FSCNM).

(c) If the CAGE code is not already available in the contracting office, and the apparent awardee does not respond to the provision at 252.204-7001, Commercial and Government Entity (CAGE) Code Reporting, use the following procedures in the order listed—

(1) Use the bimonthly H-8 microfiche or CD ROM publication issued by DLSC. (Their address is: DLSC-RP, Federal Center, 74 N. Washington, Battle Creek, MI 49017-3084. Their telephone numbers are: DSN 932-4725, FTS 552-4725, or commercial (616) 961-4725.);

(2) Use the on-line access to the CAGE file through the Defense Logistics Information System;

(3) Use the on-line access to the Defense Logistics Agency CAGE file through the DLA Network or dial-up capability; or

(4) Ask DLSC to assign a CAGE code. Submit a DD Form 2051, Request for Assignment of a CAGE Code, (or electronic equivalent) to the address in paragraph (c)(1) of this subsection, ATTN: DLSC-SBB. The contracting activity completes Section A of the DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code, and the contractor completes section B. The contracting activity must verify section B before the form is submitted.

(5) Direct questions on obtaining computer tapes, electronic updates, or code assignments to DLSC (DLSC-SBB) at DSN 932-4358, FTS 552-4358, or commercial (616) 961-4358.

[56 FR 36289, July 31, 1991, as amended at 57 FR 53598, Nov. 12, 1992; 61 FR 51031, Sept. 30, 1996]

204.7202-2 Contractor identification number.

Use of the contractor identification number for contract data reporting is prescribed by 253.204-70(b)(5)(ii)(A). A Data Universal Numbering System (DUNS) number, which is a nine-digit number assigned by Dun and Bradstreet Information Services to an establishment, is the contractor identification number for Federal contractors. When the contractor identification number is not already available to the contracting activity, use the following procedures in the order listed:

(a) Contact the offeror and obtain the DUNS number.

(b)(1) Dun & Bradstreet Information Services for a DUNS number by—

(i) Telephone (610) 882-7741.

(ii) Facsimile (610) 882-7140.

(iii) Writing to FPDC Department, Dun & Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.

(2) All requesters should provide the following information:

(i) Name of requesting contracting office;

(ii) Contracting office code (Block A3 on the DD Form 350) assigned by the departmental data collection point;

(iii) Appropriate agency code as follows:

(A) Army activities—2100;

(B) Navy activities—1700;

(C) Air Force activities—5700;

(D) Defense Logistics Agency—97AS;

(E) Other DoD contracting activities—9700.

(iv) Contracting office area code and commercial telephone number;

(v) Name of individual making the request;

(vi) Total number of DUNS requests, if more than one; and

(vii) Contractor establishment name, street address, P.O. Box, city/town, state, ZIP code, and telephone number (if available). For foreign offerors, include province, country, and postal code.

[57 FR 42629, Sept. 15, 1992, as amended at 61 FR 51031, Sept. 30, 1996]

204.7202-3 Taxpayer identification numbers.

The taxpayer identification number (TIN) is prescribed in FAR subpart 4.9.

204.7202-4

204.7202-4 Locally developed coding systems.

Locally developed coding systems may be used to identify contractors as long as the contracting activity is able to comply with the identification requirements of the activities with which it must share data, e.g., furnish the CAGE code to the contract administration activity.

204.7203 Responsibilities of contracting officers.

(a) The contracting officer shall assist the offeror in obtaining the required contractor code(s).

(b) Prospective offerors may not be denied a solicitation or bid set because the offeror does not have a contractor code.

(c) The contracting officer or designee shall not request a new code assignment until the appropriate microfiche, hardcopy or computer files have been screened in an effort to identify a current code for the entity. If the contracting officer does not have access to the files or listings, then initiate action to obtain the files or listings and any equipment necessary to use those files and/or listings (see 204.7202-1 and 2).

(d) If a CAGE code is being requested, it is the responsibility of the contracting activity to request the assignment of the CAGE code by completing section A of the DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code (see 253.303-2051). The prospective contractor will complete section B of the form. The completed form or electronic equivalent will be submitted by the contracting activity to DLSC-SBB for processing and code assignment after the contracting activity has verified the data submitted by the contractor. CAGE codes may be requested at the time the offeror is sent a solicitation package or added to the mailing list to ensure that a code is assigned in sufficient time to process the DD Form 350, Individual Contracting Action Report, without delay.

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204.7204 Maintenance.

Maintenance transactions such as changes in name or address are to be submitted to the maintenance activity.

204.7204-1 Maintenance of the CAGE file.

(a) Changes, except name changes, may be submitted in writing—

(1) By the entity identified by the code, using company letterhead, through the contract administration office;

(2) By the contracting office; or

(3) By the contract administration office (see also FAR Subpart 42.12, Novation and Change-of-Name Agreements.)

(4) Using the DD Form 2051, facsimile or electronic equivalent to: Defense Logistics Services Center, DLSC-SBB, Federal Center, 74 N. Washington, Battle Creek, MI 49017-3084. Telephone Numbers: DSN 932-4358, FTS 552-4358, commercial (616) 961-4358. Facsimile: (616) 961-4528, 4352, 4265. Bulletin Board: (616) 961-4589, 4527, 5262, 5303; Message: RUEBUAA.

(b) The change-of-name agreement shall be submitted to DLSC-SBB by the contracting officer responsible for execution of the agreement (see FAR subpart 42.12). In the event there are no current contracts in force, each contracting and contract administration office receiving notification of changes from the commercial entity shall forward a copy of the change notice annotated with the CAGE code to the DLSC-SBB unless the change notice indicates that DLSC-SBB has already been notified.

(c) Additional guidance for maintaining CAGE codes is set forth at Volume 7 of DoD 4100.39-M, Defense Integrated Data System (DIDS) Manual.

[56 FR 36289, July 31, 1991, as amended at 57 FR 53598, Nov. 12, 1992; 61 FR 51031, Sept. 30, 1996]

204.7204-2 Maintenance of contractor identification number codes.

Changes, except name changes, may be submitted in writing using company letterhead by the entity identified by the code through the contract administration office, by the contracting office or the contract administration office (see also FAR Subpart 42.12, Novation