

# Doing Business at Capitol Reef

## How to Register Your Business for Federal Opportunities

Federal spending is often in the news. In Fiscal Year 2011, federal agencies spent over \$3.6 billion dollars in Utah and over \$4 million in Wayne County ([www.acquisition.gov](http://www.acquisition.gov)). It can be difficult to understand the process if you haven't been a part of it. The following information will help you through the registration process to convey to federal agencies the types of products or services your business provides. This information is online at [www.ccr.gov](http://www.ccr.gov).

What is the CCR?

The "Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term "assistance awards" includes grants, cooperative agreements and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered "registrants".

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the Federal Government through [Grants.gov](http://Grants.gov) must now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded."

What You Need To Register

1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet (D&B). Request number at: <http://fedgov.dnb.com/webform>
2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters
3. Statistical Information about your business
4. Electronic Funds Transfer (EFT) Information for payment of invoices
5. Where to register: [www.ccr.gov](http://www.ccr.gov)

Feedback from small businesses completing the registration process shows that this is an approximately one hour time commitment. For help with registering in the CCR, there is both online 'livechat' and a toll free number to call, 866-606-8220.

For more information, contact, Randy Sadler, Contract Specialist, Capitol Reef NP at 435-425-4123 or Small Business Administration: 801-524-3209; [www.sba.gov](http://www.sba.gov)