

Attachment 4

ADDITIONAL INSTRUCTIONS

Offerors must obtain a Contractor Identification Number-Data Universal Numbering System (DUNS). To obtain a DUNS number call 1-866-705-5711 or web registration may be processed at <http://www.dnb.com/ccr/register.html>. The offeror should be prepared to provide the following information:

- (1) Legal Name
- (2) Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- (3) Physical Address, City, State and Zip Code
- (4) Mailing Address (if separate)
- (5) Telephone Number
- (6) Contact Name
- (7) NAICS Code (Line of Business)
- (8) Number of Employees at your location
- (9) Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

After the DUNS number is received, the offeror MUST register in the Central Contractor Registration (CCR). Instructions for registering in the CCR are located at <http://www.ccr.gov>. The CAGE request process is incorporated in the CCR registration.

Individual offerors must also provide a Tax Identification Number (TIN) or Social Security Number.