

# Responsible Contractors Certification (RCC) Requirements Specification

---

## 1. Introduction

The Responsible Contractors Certification (RCC) sets standards to ensure that contractors, suppliers, and manufacturers working with government clients operate with integrity, capability, and consistent compliance. It defines the minimum requirements for achieving and maintaining certification.

## 2. Scope

This specification applies to all entities seeking recognition as Responsible Contractors within government-related supply chains. RCC status is required for participation in designated contracts and must be renewed through scheduled reviews and recertification activities.

## 3. Terms and Definitions

- Contractor: Entity providing goods or services to government.
- Certification: Confirmation that RCC requirements have been met.
- Recertification: Annual confirmation of continued compliance.
- Audit: Independent verification activity.

## 4. Context and Leadership

4.1 Contractors must understand all relevant legal, regulatory, and industry obligations.

4.2 Senior leadership must support RCC principles, communicate expectations, and ensure accountability throughout the organization.

## 5. Policy and Objectives

5.1 Contractors must maintain a visible policy outlining responsible practices, covering ethics, safety, and compliance commitments.

5.2 Objectives must be reviewed regularly to ensure alignment with law, contract requirements, and customer expectations.

## **6. Requirements for Certification**

### **6.1 Legal and Regulatory Compliance**

- Maintain required registrations, licenses, and compliance with applicable laws.
- Disclose litigation, debarment actions, or adverse regulatory findings from the past five years.

### **6.2 Financial Stability**

- Maintain fiscally able to fund contracts.
- Demonstrate operational stability and capability to meet contract obligations.

### **6.3 Technical Qualifications & Experience**

- Provide evidence of technical capability, good character, and a prior work experience relevant to contracting.

### **6.4 Resources and Personnel**

- Document staffing levels, equipment, and operational infrastructure.
- Provide proof of workforce training and fitness-for-duty processes.

### **6.5 Safety and Environmental Practices**

- Maintain a documented safety program that meets OSHA or equivalent standards.
- Provide safety performance data, including EMR and incident logs.

### **6.6 Ethics and Integrity**

- Implement a code of ethics addressing corruption, fraud, and conflicts of interest.
- Offer protected channels for reporting misconduct.

### **6.7 Insurance and Surety**

- Provide evidence of liability, property, and workers' compensation coverage, along with required bonding.

## 6.8 Social and Workforce Responsibility

- Demonstrate fair labor practices, equal opportunity, and compliance with wage and hour regulations.
- Provide a summary of benefits available to employees.

## 6.9 Documentation and Records

- Maintain supporting evidence for all RCC requirements.
- Submit required declarations and certifications at least annually.

# Training and Competency Requirements

---

To qualify for RCC status, contractors must complete a series of live, instructor-led training courses designed to ensure they can operate effectively within government contracting environments. Required courses include:

- Ethics and Responsibility: Understanding professional conduct and ethical expectations.
- DIBBS Training and Proper Bid Entry: Accurate use of the DLA Internet Bid Board System.
- MIL-STD-129 Labeling and Packaging: Correct marking, packaging, and shipment preparation.
- Higher Level Quality: Quality control fundamentals and implementation of an ISO 9001:2015-aligned quality system.
- WAWF Invoicing Training: Proper electronic invoicing through the Wide Area Workflow system.

Contractors must also:

- Complete a NIST cybersecurity assessment and be JCP certified or actively working toward certification.
- Undergo DFARS and contractual compliance training, including solicitation review and interpretation.

### **6.11 Oversight and Early-Stage Monitoring**

During the first year of certification, BDS conducts quarterly reviews of each contractor's quality control system, along with checks on bidding accuracy and contract compliance. These assessments help confirm that new RCC holders are applying standards consistently and improving where needed.

## **7. Certification Process**

- Submit a complete RCC application with supporting documentation.
- Participate in initial and annual audits, including site visits and staff interviews.
- Failure to comply may result in suspension or loss of certification.

## **8. Continuous Improvement**

- Establish processes to correct deficiencies and prevent recurrence.
- Regularly review policies and performance to stay aligned with RCC expectations.

## **9. Communication and Complaints**

- Assign a compliance officer responsible for RCC-related communication.
- Maintain documented procedures for addressing feedback, complaints, and disputes.

## **10. References**

- National and international standards, OSHA requirements, and applicable industry guidelines.
- Updates to RCC requirements will be issued when changes occur.