



Sample Text of a LC/FEDLINK Interagency Agreement (IAG)

This is a *sample* of the Interagency Agreement (IAG) that the Library of Congress (LC) uses for federal organizations participating in the LC's FEDLINK program. Words and numbers shown in italics in the sample would be replaced by member-specific and fiscal-year specific information in a real IAG.

[Page one](#) of the IAG identifies the purpose, period, payment requirements, services rendered, and authority for the agreement. The Service Schedule on [page two](#) lists the services the member will use through FEDLINK, the funding level for each, and the amount of fees the member will pay LC to use the program. On [page three](#) the FLICC Executive Director would sign the IAG on behalf of LC/FEDLINK, and a person at the member agency authorized to sign IAGs would sign the agreement on behalf of the member, provide the required funds citation, and choose to pay the IAG amount to LC through electronic funds transfer or manual billing. See the [FEDLINK Member Handbook](#) for more information about establishing an IAG with LC/FEDLINK.

Sample Page One

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The Library of Congress	02-
Federal Library and Information Network	1234.00
Washington, DC 20540	A

date

Interagency Agreement *00-691234.ABCD*

between the Library of Congress and the
[Customer Name]

I. PURPOSE.

This Interagency Agreement (hereinafter "IAG") provides that the above named organization (hereinafter "member") is ordering services from FEDLINK to fulfill the member's requirement for commercial information services, publications in any format, library support services, related accounting services, and related education, information and support services. The member will be responsible for costs incurred as a participant in the Library of Congress (LC) FEDLINK group membership contracts identified in the Service Schedule of this IAG.

II. AUTHORITY.

This IAG will effect a procurement from FEDLINK under the revolving fund established by the Library of Congress Fiscal Operations Improvement Act of 2000, Public Law 106-481, §182c. The member will pay for services in advance in accordance with § 103(c)(2) of the Act.

III. PERIOD.

This IAG will remain in effect during the period October 1, 2002 through September 30, 2003. This IAG may be canceled by either party upon giving at least 60 days written notice of intent to cancel to the other party. This IAG may be amended by mutual consent.

IV. SERVICES RENDERED.

FEDLINK will provide commercial services identified in the Service Schedule of this IAG and subsequent IAG amendments will be delivered in accordance with the terms of the LC FEDLINK group membership contracts. Services provided by the FEDLINK program and administrative policies and procedures for the program will be as contained in the FEDLINK Member Handbook, which may be amended by subsequent official FEDLINK correspondence. For transfer pay services, these procedures include the requirement that the member properly order and verify receipt of goods and services for which FEDLINK makes payment under this IAG. For direct pay services, when citing LC FEDLINK procurement vehicles, the member is responsible for executing contract actions in accordance with applicable procurement regulations. (See 48 C.F.R. 16.703 re. basic ordering agreements, and 16.505 re. indefinite-delivery, indefinite-quantity contracts.)

V. PAYMENT.

The member agrees to pay a total of \$xxx,xxx.xx in advance to the Library of Congress for administrative fees and/or service dollars for FEDLINK services. Funds will be transferred to LC electronically or manually in accordance with the payment method selected in Paragraph VIII. For manual transfers, if payment in the form of a check made payable to the Library of Congress is not received within 60 days of the due date on the invoice mailed to the member, services under this IAG will be terminated. Adjustments on the basis of actual costs will be made upon final reconciliation. If the member uses services which incur costs in excess of the funds obligated with this IAG, such costs will be the obligation of the member.

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VI. SERVICE SCHEDULE.

IAG between LC and

[Customer Name]

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The following Service Schedule will be the formal record of the allocation of member funds for FEDLINK services, subject to later amendment.

SERVICE ID AND DESCRIPTION	DIRECT PAY SERVICE DOLLARS	TRANSFER PAY SERVICE DOLLARS	FEDLINK ADMIN FEE	TOTAL OBLIGATED TO FEDLINK PROGRAM
<u>TRANSFER PAY SERVICES</u>				
AA Service AA		10,000.00	775.00	10,775.00
BB Service BB		200,000.00	15,500.00	215,500.00
CC Service CC		500,000.00	37,250.00	537,250.00
<u>DIRECT PAY SERVICES</u>				
DD Service DD	50,000.00		1,200.00	1,200.00
EE Service EE	130,000.00		1,380.00	1,380.00
TOTAL TO TRANSFER:		710,000.00	56,105.00	766,105.00

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VII. APPROVAL.

IAG between LC and

Technical Library, Federal Agency

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This Approval paragraph, when completed, will indicate that the member has determined that procuring services from the FEDLINK program revolving fund is in the best interest of the Government, has accepted the terms of this IAG, has the funding as indicated, has obligated the funds to

this IAG, and has selected the payment method indicated to pay for all services ordered under the IAG.

Signature on this IAG certifies the member agency's bona fide need for FEDLINK services. This IAG will be signed for the member by an official who is authorized to obligate agency funds and sign interagency agreements.

This IAG may be executed in counterparts. A copy signed by the member and faxed to FEDLINK will be considered the original instrument once it has been signed by FEDLINK. IAG amendments that do not require additional funds may be signed for the member by the member's FEDLINK technical point of contact.

FOR THE LIBRARY OF CONGRESS:

_____	_____
Susan M. Tarr, Executive Director, Federal Library and Information Center Committee FEDLINK Program Director	Date

FOR THE MEMBER:

_____	_____
Signature of Authorized Official	Date
_____	_____
Name	Phone (Commercial number only, please)
_____	_____
Title	Fax (Commercial number only, please)

FUNDS CITATION: Please provide a funds citation for the full amount shown in Paragraph III, Payment.

CITATION: _____

AMOUNT: _____

APPROPRIATION PERIOD OF AVAILABILITY:

____ One Year Funds
____ No Year Funds
____ Multi Year Funds
____ Indicate final year of availability: _____
____ Non-Appropriated Funds

FUNDING DOCUMENT: The member requests that LC indicate acceptance of the attached local funding document, number:

The member acknowledges that the terms of this IAG supercede the terms of the local funding document.

PAYMENT METHOD: The IAG number must be included on all payments. Please provide the agency's electronic funds transfer (EFT) information. If the agency cannot make payment

via EFT, please provide an invoice address for manual billing.

Treasury IPAC System (formerly OPAC):

No invoice will be mailed; transfer of funds is supported by this signed IAG.

IPAC bilateral agreement special requirements will be honored.

Please select one **EFT Approach**:

_____ The member will initiate payment using Library of Congress Agency Location Code (ALC) 03000001. The member will forward the signed IAG to the appropriate finance office to ensure that IPAC payment is made within 60 days of the IAG date.

_____ The Library of Congress will initiate collection using the following ALC:

The member will forward the signed IAG to the appropriate finance office so that the IAG can be matched with the IPAC transaction.

_____ **MANUAL BILLING:** Payment in full of this IAG is due as specified on the invoice.

ACH information for Library of Congress:

The Library is also registered with the Central Contract Registration System.

Please provide an invoice address:

Updated 09/02



Library of Congress
Comments: [Library of Congress Help Desk](#)

Federal Library and Information Center Committee
Comments: flicc@loc.gov 