### **NITAAC**

# Interdepartmental Purchase Request Procedures

**Revision 1: June 11, 2003** 

Procedures for Working Efficiently and Accurately

### **Forward**

- This volume contains the following sections of information on Interdepartmental Purchase Request processing:
  - Illustrated step-by-step procedures with explanations of the process
  - A Checklist that provides all the tracking steps that you will use
  - Blank forms for you to review--electronic versions of these forms are separately available
  - Examples of all the forms in all of their stages

# Acronyms Used in This Document

ADB	Administrative Data Base
ALC	Agency Location Code
AP	Accounts Payable (part of OFM)
ВО	Budget Office
CAN	Common Accounting Number
СО	Contracting Officer
CSBAB	Central Services Budget and Accounting Branch (part of OFM)
DoD	Department of Defense
DODAAC	Department Of Defense Activity Address Code
DUNS	Data Universal Numbering System
FT	Financial Team
GWAC	Government-Wide Agency Contract
IAA	Inter-Agency Agreement
IC	Institute/Center
IPAC	Inter-Governmental Payment and Collection system
IPR	Interdepartmental Purchase Requests
MIPR	Military Interdepartmental Purchase Request. Documented on DD Form 448.
NIH	National Institutes of Health
NITAAC	NIH Information Technology Acquisition and Assessment Center
OD	Office of the Director
OFM	Office of Financial Management
PD	Program Director
РО	Purchase Order
POC	Point Of Contact
ROC	Record Of Call
ТО	Task Order
TORP	Task Order Request Package

NITAAC IPR

Procedu		
	rms.	
	Forms	

Binder Edge...

Cut out the label on the left and slide it into the edge of your 3-ring binder (if desired)

# Interdepartmental Purchase Request Procedures

March 20, 2003

**Revision 1: June 11, 2003** 

**Procedures for Working Efficiently and Accurately** 

### **Purpose**

#### NITAAC IPR

Effectively and efficiently process Inter-departmental Purchase Requests (IPRs)

- Contracting Activities
- Funding Transactions
- Tracking and Monitoring

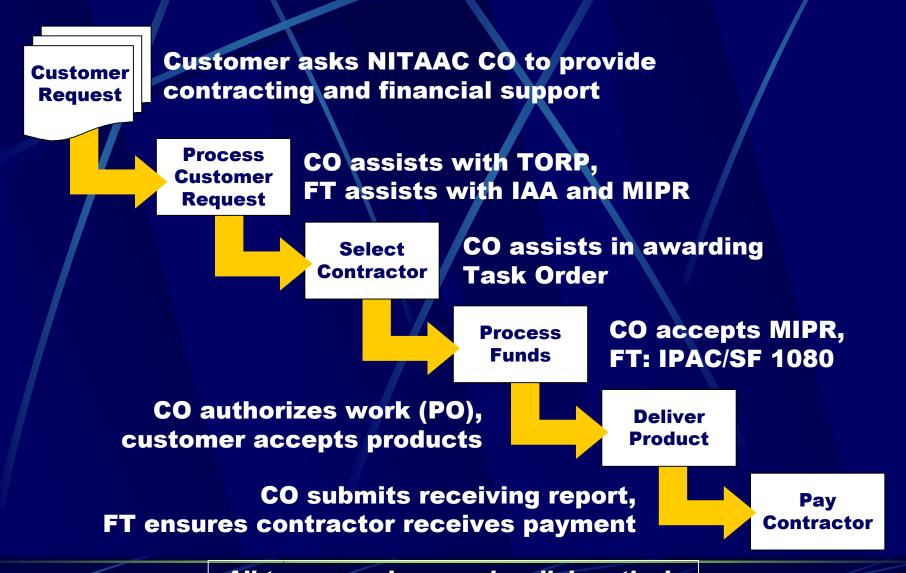
### Roles

#### NITA/AG IPR

- NITAAC Program Director (PD)
  - Manage and track process
  - Ensure tasks are completed
- NITAAC Contracting Officer (CO)
  - Manage contracts and tasks
  - Verify requirements and funding
  - Work with customers to meet their contract needs
- NITAAC Financial Team (FT)
  - Manage and track funding
  - Work with customers to process funds
- Customer
  - Provides requirements and funding
  - Selects contractor
  - Reviews and accepts (if satisfactory) work products

### **Process introduction**

NITA/AG IPR

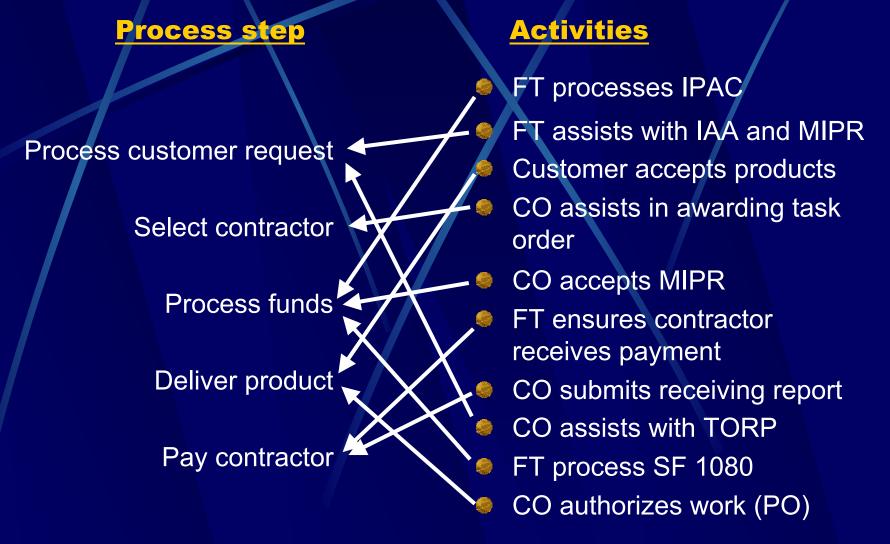


All team members work collaboratively to accomplish the process

# Process matching exercise

PROGESS INTRODUCTION

NITA/AG IPR



### Forms introduction

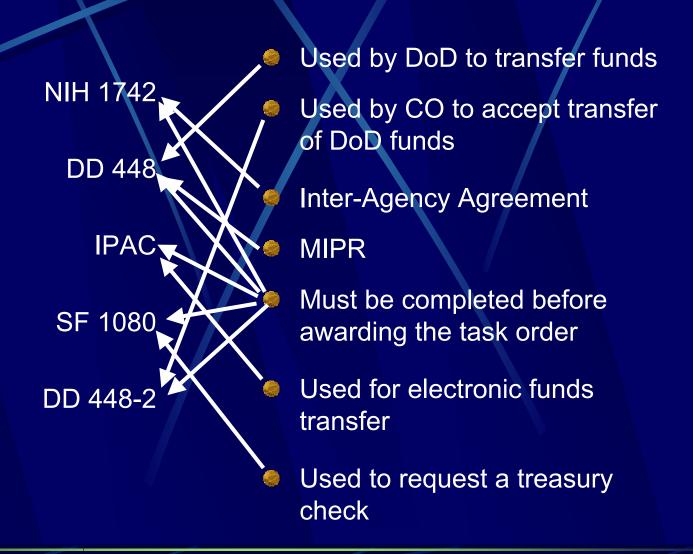
#### NITA/AG IPR

- Agency Agreement and Clearance (Inter-agency Agreement (IAA)), NIH 1742
  - Required whenever funds are internally or externally transferred to NIH agencies
- Military Inter-departmental Purchase Request (MIPR), DD 448
  - Method used by DoD agencies to transfer funds to another agency
- MIPR Acceptance, DD 448-2
  - Outside agency acceptance of MIPR
- Inter-governmental Payment and Collection System (IPAC)
  - Simple form used by FT to request electronic funds transfer
- Voucher for Transfers Between Appropriations and/or Funds, SF 1080
  - Used to request Treasury check when electronic transfer is unavailable
- Purchase Order (PO), Optional Form 347

### Forms matching exercise

#### FORMS INTRODUCTION

NITA/C IPR



# Tracking checklist

#### NITA/AC IPR

		Inter/Intra-De	pa	rtmental Purc	hase Request Pro	ces	ss Checklist	
	POC Name			Date Received			MIPR#	
ē	Agency Billed		O	CO POC		ta	IAA #	
Ĕ	Phone #		ĬĂ	FT POC		Da	IPR CAN	
Stc	ALC#		1	NIH ROC #		pu	IPR Amount	
ਹ	Auth #		Z	Contract #	,	Fu	Update Amount	
				Tracking #			Fee Amount	

Step	Lead O	A	De cription	Verify/	Compl.
		<u> </u>		Receipt	Date
			Receive Task Order Requirements Pacy (TORP) & funding information (MIPR/IAA) from	NITAAC CO	
1	NITAAC			NITAAC PD	
			NITAAC CO. Prepare draft IAA for custoffer. Coordinate draft with CO & PD.	NITAAC FT	
2	NITAAC		Send draft IAA and instructions to former.	NITAAC FT	
3	Custon		Complete and submit signed IAAC FT.	NITAAC FT	
4	NITAAC		Review TORP and IAA; resolv/ ssues with the customer, and TORP issues with the CO.	NITAAC CO	
4	INITAAC		Submit completed IAA to NIT CO for signature.	INITAAC CO	
5	NITAAC		Review TORP, resolve is // th the customer. Submit final TORP to NITAAC PD.	NITAAC PD	
6	NITAAC		PD reviews/approves/six and TORP.	NITAAC PD	
O	NITAAC		T forwards IAA to OD t Office, sends copy to CO.	NITAAC FT	
7	OD B		ubmit completed / AAC FT.	NITAAC FT	
8	NITAAC		X IAA to Custor	NITAAC FT	
O	INITAAC		rward IAA cor AC CO. Llead to track customer requests f	OF NITA	Cto

When NITAAC receives a request, the PD will start the process by filling-in the customer and NITAAC POC information

Used to track customer requests for NITAAC to process payments to the contractor (vendor). This process is typically accomplished for Military Inter-departmental Purchase Requests (MIPRs). Each request will use this checklist for tracking purposes.

# Tracking checklist (continued)

cklist	

NITAAC IPR

	I	nter/Intra-Dep	ра	rtmental Purc	hase Request Pro	ces	ss Checklist	
	POC Name			Date Received			MIPR#	
e	Agency Billed	· ·	5	CO POC		ξa	IAA #	
	Phone #		\$	FT POC		ä	IPR CAN	
Ist	ALC#			NIH ROC #		nd	IPR Amount	
ರ	Auth #		_	Contract #		E.	Update Amount	
				Tracking #			Fee Amount	

Step	Lead Org	Description	Verify/ Receipt	Compl. Date
1		Receive Task Order Requirements Package (TORP) & funding information (MIPR/IAA) from NITAAC CO. Prepare draft IAA for customer. Coordinate draft with CO & PD.	NITAAC CO NITAAC PD NITAAC FT	7
2	NITAAC FT	Send draft IAA and instructions to Customer.	NITAAC /	
3	Customer	Complete and submit signed IAA to NITAAC FT.	NITAA / FT	
4	NITAAC FT	eview TORP and IAA; resolve IAA issues with the customer, and TORP issues of the CO. ubmit completed IAA to NITAAC CO for signature.	NIT & CO	
5	NITAAC CO	view TORP, resolve issues with the customer. Submit final TORP to AAC PD.	AC PD	
6	NITAAC PD NITAAC FT	reviews/approves/signs IAA and TORP. prwards IAA to OD Budget Office, sends copy to CO.	AAC PD	
7	OD BO	nit completed IAA to NITAAC FT.	NITAAC FT	
8	NITAAC FT	AA to Customer. rd IAA copy to NITAAC CO.  Once the step is	NITAAC FT	

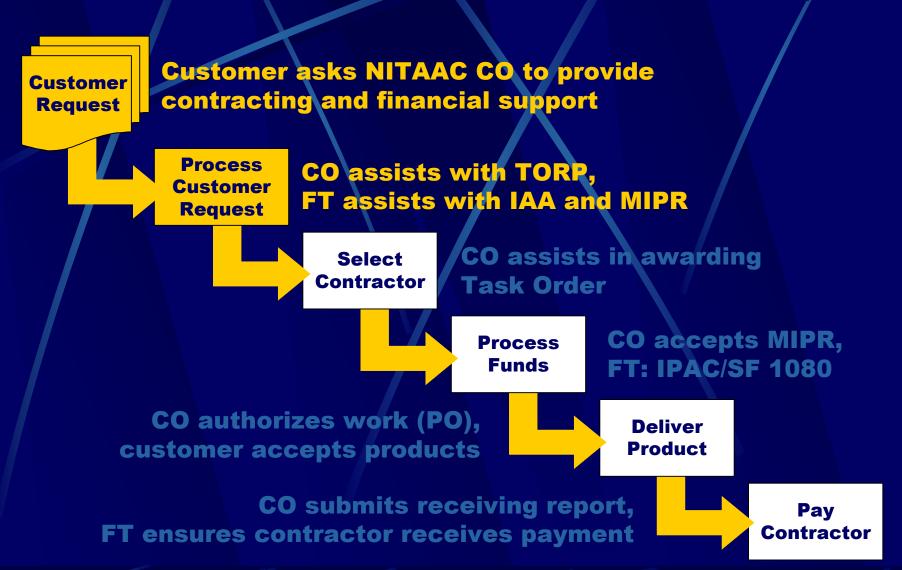
**The Lead Organization** is responsible for accomplishing the process step

This group/individual is responsible for verifying that the process step has been completed

Once the step is complete, the verifying official checks the box and fills-in the date

# IAA and MIPR process

NITA/AG IPR



# IAA & MIPR process steps

IAA & MIPR PROCESS

NITA/AC IPR

#### **Checklist Steps:**

Step	Lead Org	Description	Verify/	Compl.
Step	Lead Org	Description	Receipt	Date
		Pagaiva Tack Order Requirements Backage (TOPR) & funding information (MIDR/IAA)	NITAAC CO	
1	$NIII \Delta \Delta C : \vdash I$	Receive Task Order Requirements Package (TORP) & funding information (MIPR/IAA) from NITAAC CO. Prepare draft IAA for customer. Coordinate draft with CO & PD.	NITAAC PD	
		ironi Ni i AAC CO. Prepare drait IAA for customer. Coordinate drait with CO & PD.	NITAAC FT	
2	NITAAC FT	Send draft IAA and instructions to Customer.	NITAAC FT	
3	Customer	Complete and submit signed IAA to NITAAC FT.	NITAAC FT	
4	NITAAC FT	Review TORP and IAA; resolve IAA issues with the customer, and TORP issues with the	NITAAC CO	
4	NII AAC FI	CO. Submit completed IAA to NITAAC CO for signature.	NII AAC CO	Ш
5	NITAAC CO	Review TORP, resolve issues with the customer. Submit final TORP to NITAAC PD.	NITAAC PD	
6	NITAAC PD	PD reviews/approves/signs IAA and TORP.	NITAAC PD	
0	NITAAC FT	FT forwards IAA to OD Budget Office, sends copy to CO.	NITAAC FT	
7	OD BO	Submit completed IAA to NITAAC FT.	NITAAC FT	
8	NITAAC FT	FAX IAA to Customer.	NITAAC FT	
0	NII AAC FI	Forward signed IAA copy to NITAAC CO.	NITAAC CO	

# IAA form

Agency Agreement and Clearance Form (Inter-agency Agreement (IAA)), NIH 1742

Required whenever funds are internally or externally transferred to NIH agencies

		f Health and Huma nal Institutes of Hea			NIH Agreement Numbe Y 3 - OD -	r (including	Mod. No.)	
Δα		ement and		2. F	Paying Agency Agreem	ent Numbe	er er	
7,								
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. Title of th	e Agreement							
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. Period of	the Agreement		7. Authority fo	~				
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Agency	9. Employer Id	entification Numl	per / DUNS Nu	umber				
	11. Agency Lo			13. A	Address NIH, Office of	of Financia	al Manageme	ent
Receiving Agency		-0031 Identification Nun IS811501 / 92		Number	9000 Rockville Pik Bldg. 31, Room B	ke, Bethes	da, MD 2089	92
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	IC							
34. Clearan	Signature and Date							
NIH 1742 (F	Rev. 8/01)	I	Use preso	cribed by NIH N	fanual 1165			

# IAA form (Step

NIH Agreement Number provided by NITAAC Financial Team

Task Order Number provided by the CO

FT indicates fee to be charged: Standard Fee (1%) + IPR Fee (1.5%)

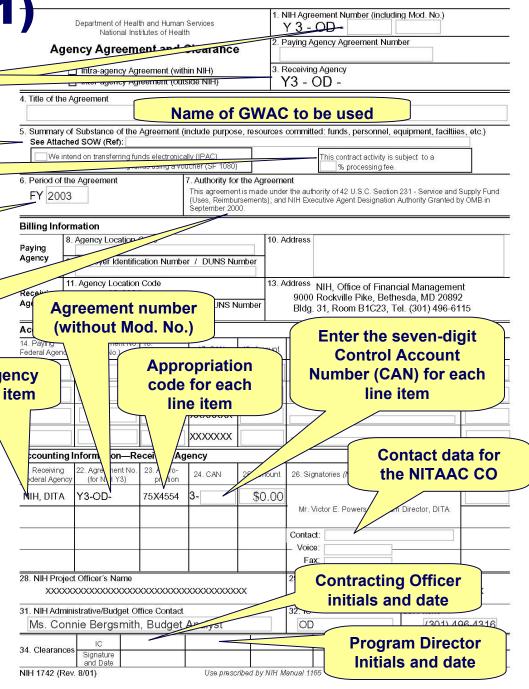
Fiscal year covered by this agreement

Use standard IAA form, citing Service and Supply Fund and OMB Executive Agent Authority—DON'T USE ECONOMY ACT STATEMENT

Receiving Agency for each line item

After receiving requirements, Financial Team (FT) prepares the draft IAA for the customer.

Prior to sending the draft to the customer, the FT obtains clearance of the draft from the CO and PD.



# IAA form (Step 2)

**Number of pages** 

Subject for the request (SOW, Contract, etc.)

Instructions for the customer

The FT uses this form to prepare IAA instructions for the customer.

These instructions, examples, and draft forms are faxed to the customer.

National Institutes of Health Information Technology Acquisition & Assessment Center (NITAAC)

**Date** 

Date:

#### Interagency Agreement and Clearance Instructions

To:

From:

Customer name and address

NITAAC FT Point of Contact and address

res

, Including Cover Sheet

Subject:

Inter-Agency Agreement, Task Order C-

#### Instructions:

Please find enclosed:

- Fully completed NIH Inter-Agency Agreement & Clearance (IAA) Example
- IAA Form instruction sheet
- IAA Form to complete and FAX (once signed)

General IAA (Form 1742) Instructions:

- Please indicate your payment method in Block 5, either IPAC or SF 1080
- Please complete blocks 2, 8, 9, 10, 14, 15, 16, 19, and 20
- Please verify the Agency Location Code (ALC) is an 8 digit number, used to electronically transfer funds from you to NIH. If not, then please mark this block with a N/A. You can obtain this ALC from your accounting office.

Please return the completed NIH IAA Form 1742 to me at the fax number above. Please call me if you have any questions.

# IAA form (Step 3

Customer indicates if electronic funds transfer will be used

**Enter 8 Digit Agency Location Code** 

Enter Employer ID & DUNS Number

Paying Agency for each line item

Appropriation code for each line item

After receiving the draft IAA and instructions from the NITAAC FT, the Customer completes and signs the form.

Department of Health and Hum National Institutes of He		1. NIH Agreement Number (including Mod. No.) Y 3 - OD -
Agency Agreement and		Paying Agency Agreement Number
		3. Receiving Agency
<ul><li>☐ Intra-agency Agreement (v</li><li>☑ Inter-agency Agreement (o</li></ul>		Y3 - OD -
4. Title of the Agreement		
	t (include purpose, res	ources committed: funds, personnel, equipment, facilties, etc.)
See Attached SOW (Ref):  We intend on transferring funds electron	ically (IPAC)	This contract activity is subject to a
We intend on transferring funds using a		% processing fee.
6. Period of the Agreement FY 2003		greement de under the authority of 42 U.S.C. Section 231 - Service and Supply Fund tts); and NIH Executive Agent Designation Authority Granted by OMB in
Rilling Information		
Paying 8. Agency Location Code		10. Address
9. Employer Identification Num	ber / DUNS Number	Customer billing address
11. Agency Location Code Receiving 75-08-0031		13. Address NIH, Office of Financial Management
Agency 12. Employer Identification Nu 152085811501 / 92		→ 9000 Rockville Pike Bethesda MD 20892
eting Information—Paying Age		
14. Paying Agreement No. 16. Federal Agency (Oracle Appropriate	ion 17. CAN 18. A	mount 19. Signatories (Name and Title) 20. Date
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	XXXXXX	
	X X	
	XXXX	
Amount for each	line 7	26. Signatories (Name ar
item	<u> </u>	
	<del>                                     </del>	Mr. Victor E. Powers,
		Name, Title,
		Signature and Date
For DoD w	anosts	for each line item
For DoD re		
total of all lir	ie items	must 33. Phone (301) 496-4316
equal the tot	al amou	
	Block 14.	

# IAA form (Step 4)

After receiving the customer signature on the IAA, the NITAAC FT returns the form to the CO for signature.

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	Department of Heal National Ins	th and Human titutes of Heal			68	NIH Agreement Num Y 3 - OD -			
Αç	gency Agreem	ent and	Clearance	€	2. F	Paying Agency Agre	ement Num	ber	
	☐ Intra-agency Ag ☑ Inter-agency Ag					Receiving Agency			
. Title of th	ie Agreement								
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gency	12. Employer Identit 152085811	ncauon Numi 1501 / 927		Number		Bldg. 31, Room	B1C23, Te	el. (301) 496-61	15
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# IAA form (Step 6

After reviewing and signing the IAA, the CO submits the IAA to the NITAAC PD for signature.

					1 NIH Agre	ement Number (inclu	Iding Mod No.)	
	Department of Hea National In:	alth and Human stitutes of Healt			Y 3 -		l l l	
A	gency Agreem	nent and	Clearanc	е	2. Paying A	gency Agreement Nu	umber	
	☐ Intra-agency Aç ☑ Inter-agency Aç				3. Receiving			
. Title of th	ne Agreement							
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We	intend on transferring fu			))		This contract activity		
	f the Agreement		7. Authority fo					
FY 20	03			ursements		nority of 42 U.S.C. Sect cutive Agent Designati		
illing Inf	ormation			15	75			
aying	8. Agency Location	Code			10. Address			
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gend	Verify th	iat the	totai	er	Blda	31 Room B1C23	Tel. (301) 496-6	3115
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# MIPR (DD 448)

Military Inter-departmental Purchase Request (MIPR), DD 448

Form used by DoD agencies to transfer funds to another agency

Request agencies use NITAAC template (shown) to simplify process

	MILITARY	INTERDEP	ARTMENTAL PUR	CHASE	REQU	EST	1. PAGE	1 OF PAGES
2. FSC	3. CO	NTROL SYMBOL NO.	4. DATE PREPAR	ED	5. MIPR N	IUMBER	TAGE	6. AMEND NO.
(A <sup>1</sup>	TIONAL INSTIT ITN VICTOR PC IOM 605J, ROCI	UTES OF HEAL WERS), 6011 E (VILLE, MD 208 3069, FAX (301)	XECUTIVE BLVD. 352-7667	8. FROM:	(Agency	, name, tele	ephone number of o	riginator)
9. ITE	MS ARE	ARE NOT INC	CLUDED IN THE INTERSERVIC	E SUPPLY SUP	PORT PR	OGRAM AN	ID REQUIRED INTI	ERSERVICE
ITEM NO.	REENING HA	DESCRII number, nomenclature,	T BEEN ACCOMPLISHED.  PTION  specification and/or drawing No b	., etc.}	QTY G	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE f
						1		\$0.00
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						1		\$0.00
						1		\$0.00
			the NITAAC service fee. Please g all service fees on the DD For					
INS	STRUCTIONS AND IN	STRUCTIONS FOR D	HEDULES, PRESERVATION AN ISTRIBUTION OF CONTRACTS	S AND RELATED	DOCUME	ENTS.		11. GRAND TOTAL
12. TR/	INSPORTATION ALL	OTMENT (Used if FOE	3 Contractor's plant}	13. MAIL INVO	DICES TO		office Dodaad	Ī
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	orm 448, JUN			TION IS OBSOL	ETE.			D 4 E

Reset Form

18

# MIPR (DD 448)

NITAAC mailing address provided in template

MIPR (and amendment) Number (used for tracking purposes in NITAAC forms)

Customer address, used in IAA (1742)

Request that DoD agencies use a separate line for NITAAC processing (service) fee

Processing (service) fee statement provided in template

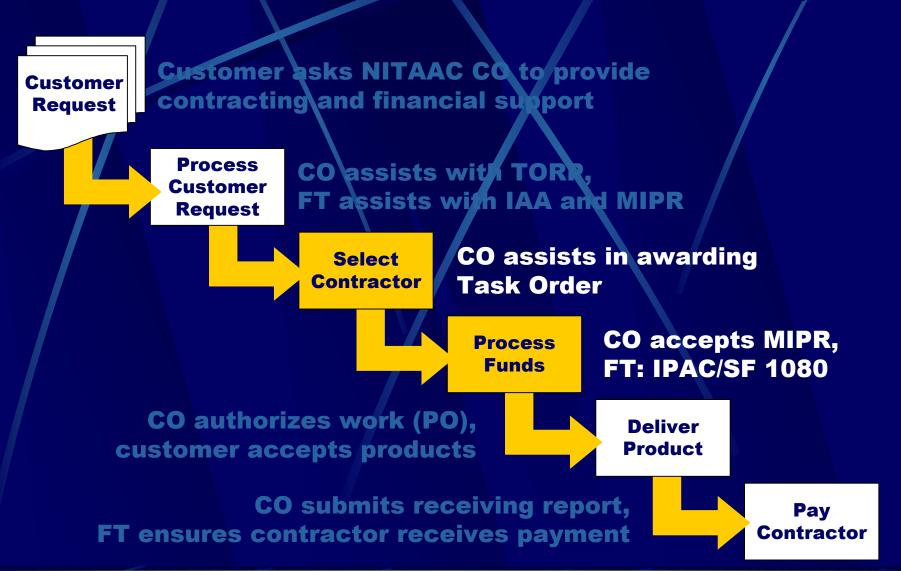
**Grand Total includes original MIPR plus current amendments** 

The total of the entries in MIPR Block 14 must equal the total of all line items in IAA Block 18

MILITARY INTERDEPARTMENTAL PURCHASI	E REQUEST	1. PAGE 1 OF PAGES
2. FSC 3. CONTROL SYMBOL NO. 4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
7, TO: 8, FRO	M: (Agency name	number of originator)
NATIONAL INSTITUTES OF HEALTH, NITAAC (ATTN VICTOR POWERS), 6011 EXECUTE BLVD. ROOM 605J, ROCKVILLE, MD. 4667 PHONE (301) 402-3060 (301) 402-3060	M: (Agency, name agricine i	univer or originatory
9. ITEMS INCLUDED IN THE INTERSERVICE SUPPLY	SUPPLAT PROGRAM AND REQ	UIRED INTERSERVICE
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(Federal stock number, nomenclature, specific arror drawing No., etc.)	QTY UNIT	UNIT TOTAL PRICE PRICE
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		90.00
		\$0.00
		\$0.00
The total price includes sufficient funds for the NITAAC service fee. Please provide details on the application of funds, including all service fees on the DD Form 448-2.		
INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELA	TED DOCUMENTS	11. GRAND TOTAL
	NVOICES TO (Payment will be ma	ade by)
	PAY OFFICE	DODAAD
TOOLUPEMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS S	ET FORTH BELOW, THE AVAIL	ABLE BALANCES OF WHICH
		ACCTG STA AMOUNT
15. AUTHORIZING OFFICER (Type name and title)		17. DATE
DD Form 448, JUN 72 (EG) PREVIOUS EDITION IS OB	SOLETE.	Reset Forn

## **Funding process**

NITA/AG IPR



# Funding process steps

#### NITAVÁGIPR

#### **Checklist Steps:**

Step	Lead Org	Description	Verify/	Compl.
Step	Lead Org	Description	Receipt	Date
6	NITAAC PD	PD reviews/approves/signs IAA and TORP.	NITAAC PD	
0	NITAAC FT	FT forwards IAA to OD Budget Office, sends copy to CO.	NITAAC FT	
9	NITAAC CO	Assist customer in competing and awarding task, submit notification to all bidders, send	NITAAC CO	
Э	NIT AAC CO	authorization to customer. If not MIPR, go to step 15.	NIT AAC CO	Ц
10	NITAAC CO	Submit MIPR Acceptance Form (DD448-2) to customer, copies of MIPR & DD448-2 to PD	NITAAC CO	
10	NII AAC CO	& FT.	NII AAC CO	
11	NITAAC FT	Contact customer to verify if IPAC will be used. If IPAC used, skip to step 15.	NITAAC FT	
12	NITAAC FT	Submit SF1080 & MIPR to DoD Pmt Ofc with copy of SF1080, DD448, & DD448-2 to	NITAAC FT	
12	MITAACTT	OFM/CSBAB.	MII AAC I I	
13	DoD Pmt	Submit schedule to Treasury Department to send check to NIH Cashier's Office (bldg.		
13	Office	31).		
14	NIH Cashier	Deposit Funds into general account, send e-mail notification to NITAAC FT.	NITAAC FT	
15	NITAAC FT	Submit IPAC, MIPR, & DD448-2 to OFM/CSBAB, copy of IPAC form to NITAAC CO.	NITAAC FT	
16	OFM/CSBAB	Transfer funds to Customer CAN, notify NITAAC FT & CO.	NITAAC FT	
		Transfer fee to NITAAC revenue CAN, notify NITAAC FT.	NITAAC FT	

# MIPR acceptance

NITAAC CO completes MIPR Acceptance Form, DD 448-2

Outside agency acceptance of MIPR (DoD customers only)

The customer may send a partially completed MIPR Acceptance Form with the completed MIPR

Most of the information can be gathered from the MIPR:

Item	Item	MIPR
Description	#	Item #
To (address)	1	8
MIPR	2	5
Number		
Date	4	17
Amendment	3	6
Number		
Amount	5	14
<b>Grand Total</b>	11	11

TO (Demolele					
10 (Reguinni	g Activity Address)(I	Include ZIP Code)	2. MIPR NUME	BER	3. AMENDMENT NO.
	4		ATE (MIP)	R Signature Date) 5. /	AMOUNT Listed on the MIPR)
The MIPR ide		epted and the items requested will be prov	ric' d as follows:	k as Applicable)	
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b. 🗖			ON OF FUNDS (Catego	ory II)	
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	TO BE PROVID		ARKS" IS NOT ACCE		THE REASONS INDICATED.
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ANTICIPATI	ED DATE OF OBLICE  FA (Check if Applicate  ADDITIONAL FUND	SATION FOR CATEGORY II ITEMS	11. GRAND TO	OTAL ESTIMATED PRICE (	
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FUNDS DA:  a	ED DATE OF OBLIG  TA (Check if Applica  ADDITIONAL FUND  FUNDS IN THE AM  TO STATE OF	GATION FOR CATEGORY II ITEMS  ADMPT  SIN THE AMOUNT OF \$  OUNT OF \$  ARE N  Services: \$0.00  Fees:	ARE REQUIRE OT REQUIRED AND MOTHER RE	D (See justification in Final Avance of Author	OF ALL ITEMS

MIPR acceptance

CO Indicates how the items will be provided (Typically Category 1 (6.a.))

Check Block 7 if any MIPR items are not accepted

For each MIPR line Item, provide quantity and estimated price

Calculate the total amount (automated form template does this for you)

Obligation date for Category II Items

Indicate if additional funds are needed, or if any funds need to be withdrawn (automated form calculates amount)

Include Contract #, TO #, and Fee Amount

Fill-in NITAAC CO address, phone, CO Name, Signature, and Date (Blocks 14-17)

		ACCEPTAI	NCE OF MI	IPR	
1. TO (Requiring Ad	ctivity Address)(Include	ZIP Code)	2. MIPR NUME	ER	3. AMENDMENT N
			4 DATE MIDE	Signature Date)	5. AMOUNT (As Listed on the MIPR
			4. DATE (MIFA	olghalure Datey	J. AMOONT JAS DISIEG ON DIE MIEA
6. The MIPR identifi	ed above is accepted	and the items requested will be provided	as follows: (Checi	k as Applicable)	L.
🗕a 🔲 ALI	LITEMS WILL BE PR	OVIDED THROUGH REIMBURSEMENT	Γ (Category I)		
b. ALI	LITEMS WILL BE PR	OCURED BY THE DIRECT CITATION O	OF FUNDS (Catego	ory II)	
d. THI	IS ACCEPTANCE, FO	IED BY BOTH CATEGORY I AND CATE R CATEGORY I ITEMS, IS QUALIFIED FIGURE WILL BE FURNISHED PERIOD GS.	BECAUSE OF AN	ITICIPATED CONTIN	GENCIES AS TO FINAL PRICE. CHA EFINITIZED PRICES, BUT PRIOR TO
7. MIE	PR ITEM NUMBER(S	) IDENTIFIED IN BLOCK 13, "REMARKS	S" IS NOT ACCEP	TED (IS REJECTED)	FOR THE REASONS INDICATED.
8.	TO BE PROVIDED TH CA	HROUGH REIMBURSEMENT TEGORY I	9.	TO BE PROCURED	BY DIRECT CITATION OF FUNDS CATEGORY II
ITEM NO.	QUANTITY	ESTIMATED PRICE	ITEM NO.	QUANTITY	ESTIMATED PRICE
a.	b.	C.	a.	b.:	c.
	_				
d. TOTAL ESTIMAT	TED PRICE	\$0.00	e. TOTAL EST	IMATED PRICE	\$
10. NTICIPATED I	DATE OF OBLIGATIO	N FOR CATEGORY II ITEMS	11. GRAND TO	TAL ESTIMATED PR	ICE OF ALL ITEMS
12. FUNDS DATA (	Check if Applicable)		•		
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b. FUN	IDS IN THE AMOUNT	OF\$ARE NOT F	REQUIRED AND M	AY BE WITHDRAWN	
13. REMARKS			Other Re	marks:	
Contract Num			O drior rue	manto:	
Task Order N			In	clude re	marks based
	mount for Servi mount for Fees				
Task Order A	mount for rees		on	input to	<b>Blocks 7 &amp; 12</b>
	CTIVITY (Complete Ad		15. TYPED NA	ME AND TITLE OF AU	JTHORIZED OFFICIAL
ATTN:	ITUTES OF HEALT	Room: TH, NITAAC	-		•
ATTN: NATIONAL INST		H, NITAAC LE, MD 20852-7667	16. SIGNATUR	E	17. DATE

### SF 1080 voucher FUNDING PROCESS

**Voucher for Transfers Between Appropriations and/or Funds** 

Used to request a U.S. Treasury check when electronic transfer is unavailable

IS	ta	n 1	121								
Maked April 1982 Noted April 1982 VOUCHER FOR TRANSFERS									OUCHER NO.		
Department of the Installing Section 1980-108 BETWEEN APPROPRIATIONS AND/OR FUNDS 1080-109									SCHEDULE NO.		
ATTN:	iblishment, bureau, or		Room:					NITA			
6011 EXEC	CUTIVE BLVD.,RC	OCKVILLE, MD 2	20852-7667					-	PAID B	r	
Expandition, exa	enament, outcom, or	cenceciango									
ORDER NO.	DATE OF DELIVERY		ARTICLE OR SE	RVICES		QUAN- TITY	UNIT F	PRICE		OUNT AND CENTS	
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						1		1		\$0.00	
		NITAAC F			$\dashv$	1		1		\$0.00	
		NITANCT									
		Ref. Agreeme	ent Number:		]			TOTAL		\$0.00	
Remittance in pa	yment hereof skould b		H, OFM, FSB	D420	Any	question	ns? Plea			1	
NOTE: PL	EASE RETURN A CO FORM WITH PAYME	NT 31	Center Dr. MSC thesda, MD 2089	2054	Sonya Lloyd-Hobbs   (301) 496-5460     Kent Alston   (301) 594-5127						
				SIFICATION Office					(	,	
Appropriat	tion: 75X4554	Task/Order	r Information	Fee Information			$\neg$				
Bill No: 00	3 NITAAC	CAN:		CAN: 8330	440						
Obj. Class	: O.C. 6175	Amount	:	Amount:							
I certi	ify that the above a	rticles were receive		TE OF OFFICE CH. te services performed as			d be charge	ed to the a	ppropriation(s	)	
and/or fu	nd(s) as indicated b	elow; or that the a	dvance payment requ	tested is approved and s	hould t	e paid as	indicated.				
			-	- (A	ithorize	d administra	ative or certi	ifying office	er)	l	
	(Data	e)					Title)				
		A	CCOUNTING CI	ASSIFICATION (	Office						
					-						
Paid by Check											
MSN 75 40-00-83	34.4230								Previous Ex	titions Are Useble	

# SF 1080 voucher

NITAAC CO and Room #

Billing No. provided by FT

Customer's billing address, should match IAA Block 10

Include details of the order, except for the fee

**Separate Line for the fee** 

**Task Order Number (IAA Block 5)** 

**IAA Number (IAA Block 1)** 

**Contact information** 

CAN provided by FT (other values auto-calculated)

Customer signs and dates the form, fills-out accounting classification

		OH		INII		4 <i>1</i>								
S. stard	ronn i	1080			5	<del>                                      </del>				VOUCHE	R NO.			
Departme	Related April 1982 VOUCHER FOR TRANSFERS Department of the Transport THM 2-2500 BETWEEN APPROPRIATIONS AND/OR FUNDS													
1 TFRM 2- 1080-106	-2500			BETWEEN APPRO	PRIAT	IONS AND/O	K FU	NDS		SCHEDULE NO.				
Departmen	Department, establishment, bareau, or office receiving funds								BILL NO.					
ATIN:	T	INSTITUTES OF		Room:						NITAAC				
				LE, MD 20852-7687							PAID BY			
Departmen	t, estat	ilidameni be	······································	milion										
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Т	一		<u> —                                   </u>											
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NOTE	E PLE	ASE RETURN A CO	PYOF	Building 31, Roor 31 Center Dr. MS	n B129				yd-Hobb		(301) 496	6-5460		
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	_			ACCOUNTING CLA	SSIFIC	ATION Office	e Rea	eiving Fu	nds					
<b>T</b>														
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more /5/40-	-00-63	4-42.30									mewous citiber	SAPA V3.00		

IPAC request form (Step 15)

FUNDING PROCESS

IPAC Collection form used by NITAAC financial team to provide customer's electronic funding information and distribution instructions (if necessary) to CSBAB

_	<b>-</b>	
	DATE:	

#### NITAAC IPAC Collection Form

CSBAB Point of Contact (POC):	Ms. Carlyn Lewis
POC Phone: (301) 435-7994	

		Customer DUNS	#:	
ation	9	Amount	(	CAN
upplies and se	rvices:			
NITAA	C Fee:		83304	40
	Total:	\$0.00	XXXXX	XXXXXX
ice Number:				
Limit/ Subhead	Supp. Acc	ctg. Classification		DODAAD (If used)
	upplies and se  NITAA  nce Number:	ntion  upplies and services:  NITAAC Fee:  Total:  Ice Number:  Limit/ Supp. Acc	Amount  upplies and services:  NITAAC Fee:  Total: \$0.00  uce Number:  Limit/ Supp. Aceta, Classification	Amount  Amount  Outplies and services:  NITAAC Fee:  NITAAC Fee:  Supplies and services:  NITAAC Fee:  NITAAC Fee:  Supplies and services:  Supplies and services:  Limit/  Supplies and services:  Limit/  Supplies and services:  Limit/  Supplies and services:  Amount  Outplies and services:  Limit/  Supplies and services:  Limit and se

ALC :	DUNS #:	Appropriation:	
NITAAC Task Orde	r Number:		
NITAAC Instruction	IS:		

# IPAC request form (continued)

8 Digit Agency Location Code (see IAA Form, Block 8)

Values based on award (If DoD 448-2 Block 13), CAN provided by NITAAC FT

Usually the MIPR number, but may also refer to a customer agency agreement number

As listed in the SOW

Items for this line obtained from the MIPR or Outside Agency Agreement

Provided in the IAA, Block 5

**Instructions obtained from the SOW** 

	NIT	AAC	IPAC	Collection Fo	orm			
CSBAB Point of C	Contact (POC):	Ms.	Carlyn	_ewis				
POC Phone: (30	1) 435-799	4						
Desc	riptive Inform	nation	(below)	to be included o	n the IP2	AC Form	1	
Customer ALC #:			Customer DUNS #:					
Account Informat	tion			Amount		C.	AN	
Su	pplies and ser	vices:			_			
	NITAACF				38	8330440		
	To		\$0.00			XXXXXXXXXX		
Customer Reference	ce Number	-						
Appropriation Limit/ Subhead Supp.			pp. Acctg. Classification				DODAAD (If used)	
Customer Organiza	ation:							
NIH ALC:						H propriation:		
NITAAC Task Ord	der Number:							
NITAAC Instruction	ons:							
+								

# Purchase Order (PO) process

NITAVAG IPR Customer asks NITAAC CO to provide **Customer** contracting and financial support **Request Process** CO assists with TORR. **Customer** FT assists with IAA and MIPR Request CO assists in awarding **Select** Contractor **Task Order** CO accepts MIPR. **Process Funds FT: IPAC/SF 1080** CO authorizes work (PO), **Deliver** customer accepts products **Product** CO submits receiving report, Pay FT ensures contractor receives payment **Contractor** 

# PO process steps

#### NIL AVACE IPR

#### **Checklist Steps:**

Step Lead Org	Load Ora	Description	Verify/	Compl.
	Description	Receipt	Date	
16 OFM/CSBAB	Transfer funds to Customer CAN, notify NITAAC FT & CO.	NITAAC FT		
	OI W/C3DAD	Transfer fee to NITAAC revenue CAN, notify NITAAC FT.	NITAAC FT	
17	NITAAC CO	Submit PO to contractor, PO copy to NITAAC FT & customer; enter ROC into ADB.	NITAAC CO	
18	Contractor	Perform Work specified in the Task Order, submit invoice to NITAAC CO and Customer,		
		with copy to OFM Accounts Payable.		
19	Customer	Review/accept work, submit signed invoice to NITAAC CO.	NITAAC CO	

# PO form (Step 1

Purchase Order (PO), Optional Form 347

Used by the NITAAC CO to direct the contractor to begin work on the task

**Includes delivery instructions and cost information** 

Note: Instructions for completing a PO are not included in these procedures

	OF	RDER FOR SU	JPPLIES OR S	ERVICES			PA	GE OF	PAGES
MPORTANT: N	Mark all packages	and papers with	h contract and/o	r order numb	ers.		[		
DATE OF ORDER		2. CONTRACT NO	). (If any)			6.	SHIP TO:		
				a. NAME OF	CONSIGNEE				
ORDER NO.		4. REQUISITION/RE	EFERENCE NO.	,					
Indiana orrior				b. STREET AI	ODRESS				
ISSUING OFFICE	(Address corresponde	nce to)		OLTP/				0747F   7ID 0	ODE
				c. CITY				. STATE e. ZIP C	UDE
	7.	то:		f. SHIP VIA					
. NAME OF CONTRACTOR				II. SIIII VIA					
TO THE OT SOUTH	0.001011			1		8 TVI	PE OF ORDER		
COMPANY NAME	<u> </u>					0.111	L OI OILLI		
				a. PU	RCHASE		b. DEL	IVERY Excep	t for billin
STREET ADDRES	s			REFERENCE Y			instruction order is	IVERY Excep ns on the reverse subject to instruction side only of this subject to the s of the ab	, this deliver
				Please furnish	the following	on the	on this issued	side only of this subject to the	form and terms ar
CITY		e. STATE f	. ZIP CODE	sides of this of	the following nditions specified order and on the g, including del	attached	condition contract.	s of the ab	ove-numbered
				maichted.		welly as			
ACCOUNTING A	ND APPROPRIATION D	DATA		10. REQUISIT	ONING OFFICE				
LOS LOS LIBERTANIAS CONTRACTOR CO									
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. F.O.B. POINT		b. OTHER THAN SM.	ALL 14. GOVERNMENT B	c. DISADVAN		ייסם פו	d. WOME	N-OWNED HSCOUNT TERMS	
. F.O.B. POINT			14. GOVERNIVIENT B	L NO.	OR BEFORE (E)		II ON TIO. L	ISCOUNT TERIVIS	
	13. PLACE OF								
INSPECTION	b. ACCEPT.	ANCE							
		17.	. SCHEDULE (Se	e reverse for	Rejections)				
					QUANTITY	I	UNIT		QUANTITY
ITEM NO. (a)		SUPPLIES OR 5	SERVICES		ORDERED (c)	UNIT (d)	PRICE (e)	AMOUNT (f)	ACCEPTED (g)
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	18. SHIPPING POINT				20. INVOICE N	GO.			(Con
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ISTRUCTIONS ON	a. NAME b. STREET ADDRESS	(or P.O. Box)						\$0.00	(Compage
ISTRUCTIONS ON	a. NAME	(or P.O. Box)			20. INVOICE N				(Compage
ISTRUCTIONS ON	a. NAME b. STREET ADDRESS	(or P.O. Box)			d. STATE e. z	IP CODE		\$0.00	17(h) TO (Con page
ISTRUCTIONS ON	e. NAME b. STREET ADDRESS c. CITY	(or P.O. Box)			d. STATE e. z		yped)	\$0.00	(Compage

## **Payment process**

NITA/AG IPR



# Payment process steps

PAYMENT PROGESS

NIHAVA (G. IPR

#### **Checklist Steps:**

Step Lead Org	Description	Verify/	Compl.	
		Receipt	Date	
19	Customer	Review/accept work, submit signed invoice to NITAAC CO.	NITAAC CO	
20	NITAAC CO	Submit Receiving Report to OFM with a copy to NITAAC FT.	NITAAC FT	
21	NIH OFM/AP	Submit payment to Contractor (notification of payment/final invoice to FT).	NITAAC FT	
22	NITAAC CO	Close file with final invoice.	NITAAC CO	

### Review

#### NIHAVAG IPR

- This is a team effort—communication is paramount
- IAA and MIPR dollar amounts must match
- MIPR acceptance must break-out fees, and must not exceed MIPR/IAA amount
- Annotate checklist after completing each step in the process
- Use the tailored forms
  - Standardization
  - Some of steps are automated
- Do not use Economy Act Language
- Follow up on the process with team members

### Remember

#### NITAAC IPR

- Triage orders
- Obtain pertinent preliminary information
  - Order dollar value
  - Type of IT commodity being acquired
- Explain established fee structure to customers, BUT DO NOT NEGOTIATE FEES
- Check that MIPR dollar amounts match IGCE/SOW dollars
- Explain time frame of order placement to customers
- Explain NITAAC contract administration services provided to customers

#### NITAVAC IPR

- When should I use a MIPR?
  - MIPRs can be used when you have a bonafide IT acquisition need for products and services for which you need to obligate funds for completing the entire period of performance even if it crosses fiscal years.
- Can I use MIPRs for purchasing systems and services through CIO-SP2i or IW2nd?
  - Yes, you can.
- What steps are necessary if I want to use a MIPR for a Task Order?
  - A Task Order Requirements Package (TORP) should be prepared and sent to the CIO-SP2i or IW2nd Contracting Officer (CO).
    - The TORP contains the Statement of Work (SOW) and other documents that are required to solicit proposals from the CIO-SP2i or IW2nd prime contractors. Blank TORP forms are downloadable from the NITAAC Website.
  - Using the data provided in the TORP and SOW, NITAAC begins the preparation of an Inter-Agency Agreement Form (NIH 1742).
    - The NIH 1742 form allows the Paying Federal Agency (i.e., the customer) and the Receiving Federal Agency (i.e., NITAAC/NIH) to exchange accounting, administrative, and financial contact information.
  - The partially completed NIH 1742 is forwarded to the customer for completion of the Paying Agency sections, which includes the signature of the Certifying Officer. Upon completion of the NIH 1742, the customer transmits it back to NITAAC for the CO's and Program Director's signatures.
  - NITAAC then forwards a copy of the fully completed NIH 1742 to the customer for their records.

#### NITAVAG IPR

- Where can I obtain information on how to use a MIPR for a new contract under CIO-SP2i or IW2nd?
  - The new Guidelines documents for CIO-SP2i and IW2nd contain sections describing how to use a MIPR for a Task Order. The Guidelines may be downloaded from the NITAAC Website (<a href="http://nitaac.nih.gov/">http://nitaac.nih.gov/</a>). If the Guidelines do not answer your questions, you may contact a NITAAC Contracting Officer by phone or e-mail at the numbers and addresses listed on the Website.
- What forms are required to be filled out by the customer?
  - TORP Package
  - NIH 1742 IAA Form
  - SRDP Package
  - MIPR Form DD448
  - Other approved Agency forms
- How are the MIPR funds transferred to NIH?
  - There are two methods of transferring the funds to NIH: electronically and by Treasury check.
- What is the NITAAC processing fee for MIPRs?
  - 2.5%

#### NITAVAC IPR

- How can I submit the MIPR funds electronically?
  - If the paying office has access to the Inter-Governmental Payment and Collection System (IPAC), MIPR Block 13 should state the Agency Location Code (ALC) of the paying location. NITAAC will charge the paying location ALC and the funds will be transferred electronically.
- If I don't have IPAC system capabilities, what is required?
  - If the paying office does not have access to the IPAC System, NITAAC will send an SF 1080 "Voucher for Transfers Between Appropriations and/or Funds" to the mailing address on MIPR Block 13 and the customer will send the funds via Treasury check.
- Using a MIPR, how late in the fiscal year may I obligate funds to purchase services through CIO-SP2i or IW2nd?
  - You may begin the MIPR processing as late as September 1st and, assuming that all components of the TORP can be approved as submitted, you can be assured that current Fiscal Year funds can be obligated. Obligation of funds must be completed by September 30.
- How long should I anticipate the MIPR and Task Order process to take?
  - Under CIO-SP2i and IW2nd, the MIPR and Task Order process can take up to 2-3 weeks to ensure Fair Opportunity.

#### NITAVAG IPR

- How are Amendments to the MIPR handled?
  - The purpose of an amendment is to generally increase or decrease funding. NITAAC functions for handling amendments will include processing the MIPR acceptance FORM DD448-2, and the SF1080 Voucher for Transfers, if the IPAC system is not utilized. For customers on IPAC systems, electronic funding transfer will take place.
- Why do I need to submit the Inter-Agency Agreement (NIH 1742) form before I submit a MIPR?
  - The IAA form enables NITAAC and your Agency to exchange accounting and contact information that is needed before a MIPR can be processed.
- Does the Economy Act (31 U.S.C. 1535) apply if I place an interagency order through a Government-wide Acquisition Contract (GWAC) vehicle?
  - Consistent with the Federal Acquisition Regulation (FAR), Part 2.101, the Economy Act is not applicable when a customer agency uses a GWAC managed by an agency designated as an Executive Agent. The Office of Management and Budget grants this authority pursuant to section 5112(e) of the Clinger-Cohen Act, 40 U.S.C. 1412(e). GWACs are subject to applicable Executive branch policies and procedures, but are not subject to the requirements and limitations of the Economy Act.
  - In the event that an Economy Act action is necessary, a Determination and Findings is prepared in accordance with FAR Part 17.503.

NITA/AG IPR

- How does the funds availability period affect the Period of Performance (POP)?
  - The funds availability period should coincide with the POP. The customer can insure this by noting their funds availability period and verifying that the POP falls within the limits. The POP may be obtained from the CO during the Task Order processing activity.