

The Library of Congress
Federal Library and Information Network (FEDLINK)
Washington, DC 20540

OCT-2011

Interagency Agreement 2012-69-xxxx.xxxx

between the LIBRARY OF CONGRESS and the

I. PURPOSE.

This Interagency Agreement (hereinafter "IAA") provides that the above named organization (hereinafter "member") is ordering services from FEDLINK to fulfill the member's requirement for: assisted acquisition of commercial information services, publications in any format, and 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 FEDLINK group membership contracts identified in the Service Schedule of this IAA.

II. AUTHORITY.

This IAA will effect a procurement under the FEDLINK revolving fund program established by the Library of Congress Fiscal Operations Improvement Act of 2000, Public Law 106-481, 2 U.S.C. § 182c. As required by 2 U.S.C. §182c(c)(2), the member will pay by advance of funds.

III. PERIOD AND TERMINATION.

This IAA covers service for the member beginning October 1, 2011 through September 30, 2012. This IAA is a recurring agreement with annual renewals. This IAA may be amended by mutual consent. This IAA may be canceled by either party upon giving at least 60 days written notice of intent to cancel to the other party. If this IAA is canceled, any implementing contract/order may also be canceled, and FEDLINK and the member will agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

IV. SERVICES RENDERED.

FEDLINK will provide assisted acquisition services for commercial services identified in the Service Schedule of this IAA and subsequent IAA amendments in accordance with terms and conditions in the FEDLINK group membership contracts. Services will be provided by the Library of Congress Office of Contracts and Grants Management FEDLINK Contracts unit, and by the Federal Library and Information Center Committee (FLICC) directorate of the Library of Congress. Socio-economic credit for contract actions executed on behalf of the member will be allocated to the member.

FEDLINK services and administrative policies and procedures will be as contained in the FEDLINK Registration Booklet and 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. For direct pay services, when citing FEDLINK procurement vehicles, the member is responsible for executing contract actions in accordance with applicable regulations. See 48 C.F.R. 16.703 re basic ordering agreements and 16.505 re indefinite-delivery indefinite-quantity contracts.

Disputes under this IAA will be resolved according to the Treasury Financial Manual Volume I, Intergovernmental Business Rules Bulletin, available at www.fms.treas.gov/tfm/vol1/bull.html.

V. **SERVICE SCHEDULE.**

The following Service Schedule will be the formal record of the allocation of member funds for FEDLINK services, subject to later amendment. The FEDLINK administrative fee for transfer pay services is 6.75% on service dollars of \$100,000 or less; 6.00% on service dollars above \$100,000; and 4.00% on service dollars of \$1,000,000 or more. The FEDLINK administrative fee for direct pay services (for serial and book services only) is \$1,200 per service account plus 0.6 % of service dollars over \$100,000 in each service account.

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>				
BA Reynolds		5,000.00	337.50	5,337.50
Robert Company		10,000.00	675.00	10,675.00
The Book Wholesalers		10,000.00	675.00	10,675.00
Language Arts		3,000.00	202.50	3,202.50
MD Services		3,000.00	202.50	3,202.50
ELG III		6,500.00	438.75	6,938.75
Subscription Service Account		13,000.00	877.50	13,877.50
Media, Inc.		7,500.00	506.25	8,006.25
<u>Direct Pay Services:</u>				
TOTAL TO TRANSFER IN ADVANCE:		58,000.00	3,915.00	61,915.00

PAYMENT.

The member agrees to pay a total of **\$61,915.00** in advance to the Library of Congress for administrative fees and/or service dollars for FEDLINK services as detailed in the Service Schedule. FEDLINK recognizes revenue under the advance as work is completed and supplies the member with monthly statements of account.

The member will transfer funds to the Library in accordance with the payment method selected below. The signed IAA serves as the invoice for amounts due. For IPAC and Government Purchase Card transfers, payment from the member is due upon receipt of the signed IAA. For all other transfers, payment from the member to the Library of Congress is due within 60 days of receipt of the signed IAA. If payment is not timely received, services under this IAA 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 IAA, such costs will be the responsibility of the member, not the Library or the FEDLINK program.

FUND CITATION: Please provide a funds citation for the full amount showed above.

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:

_____ The member acknowledges that the terms of this IAA supersede the terms of the local funding document.

AGENCY FUNDING INFORMATION: The IAA number must be included on all payments. Servicing Agency information for the Library of Congress is provided below. Please provide the Requesting Agency information as indicated.

	Servicing Agency Library of Congress	Requesting Agency Member
Business Partner Network (BPN) Number	788790434	_____
Trading Partner Code:	0300	_____
Treasury Agency Code:	03	_____
Accounting Treatment:		
Fees-SGL 5200		_____
Service Dollars-SGL 2310		_____
IPAC Agency Location Code:	03000001	_____
Treasury Account Symbol (TAS)	03X4543	_____
Business Event Type Code (BETC)	COLL	_____
Purchase Order Number	(Optional)	_____
Contract Number	(Optional)	_____
Accounting Classification Code	850001-850002	_____
FSN/AAA/ADSN (e.g. Fiscal Station Number)	Optional	_____

PAYMENT METHOD: Please select IPAC, Government Purchase Card, or Other and provide requested information.

_____ **IPAC**

_____ **IPAC-Member Agency will initiate payment using the information above.**

_____ **Government Purchase Card.** Please provide billing address and go to <http://www.pay.gov>.

_____ **Other - Check/ACH/Fedwire Information**

Payee: Library of Congress/FEDLINK		Invoice Address:
ACH Agency Location Code	00006192	_____
Bank ABA Routing Number	051036706	_____
Bank Account	303018	_____

VII. APPROVAL.

This Approval paragraph, when completed, will indicate that the member: (1) has determined that procuring services indicated in this IAA from the FEDLINK revolving fund program is in the best interest of the Government; (2) has the funding available as indicated; (3) has determined that the services indicated in this IAA are bona fide need of the funds indicated; (4) has obligated the funds to this IAA; (5) has accepted the terms of this IAA; and, (6) has selected the payment method indicated to pay for all services ordered under this IAA.

This IAA will be signed for the member by an official who is authorized to obligate agency funds and sign interagency agreements. This IAA 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. IAA 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:

_____	_____
Blane K. Dessy, Executive Director, Federal Library and Information Center Committee FEDLINK Program Director	Date

FOR THE MEMBER:

_____	_____
Signature of Authorized Official	Date
_____	_____
Name	Phone (Commercial # only.)
_____	_____
Title	Fax (Commercial # only.)

Agency Point of Contact Information:	
(xxx) xxx-xxxx	Payment Inquiries

Financial/Billing Contact Phone Number and E-mail:			
FEDLINK Hotline:	202-707-4900	fliccfo@loc.gov	Billing Inquiries
Qwan Jones:	202-707-7249	gjon@loc.gov	IPAC Collections Inquiries