



Planning for Final Fiscal Year 2012 Transactions

FEDLINK Information Alert 2012 End-of-Year Schedule

FEDLINK will accept authorized transfer pay orders and signed interagency agreements (IAAs) for direct pay fees from member agencies up until 4:30 p.m. (ET) on September 21, 2012.

For direct pay fee IAAs, members must meet their agency's FY2012 deadlines for orders or order modifications if the agency uses annual funds.

Members participating in the Direct Express program should contact their local procurement office to meet their end-of-year deadlines. FEDLINK is authorized to accept signed IAAs and amendments by fax, pending receipt of originals via courier service or mail. This reduces the lead time necessary to add funds to purchase information products and services at the end of the fiscal year.

Please follow the instructions for increasing or decreasing funds as described in each section of this information alert. For assistance, please call the FEDLINK Hotline at (202) 707-4900.

Bona Fide Need

To make an end-of-year purchase, member agencies with annual funds and a bona fide need for this fiscal year may place an order with FEDLINK while those annual funds and/or last year of multi-year funds are available. FEDLINK will fulfill the customer's order during this fiscal year and/or contract to fill that order within this fiscal year; however, the product or service required and period of performance must be clearly specified. (Reference: GAO Principles of Federal Law, Volume IV, March 2002, pp. 15-160-161.) Member agencies should also place database subscription renewals in accordance with GAO's decision B-309530 (September 17, 2007). It found that subscriptions starting October 1 of the next fiscal year, for which there is a bona fide need in the current fiscal year, may be renewed with current fiscal year funds, but that a bona fide need could not be held to exist in the current fiscal year for a database subscription beginning October 31.

Increasing Funds—Augmenting Existing Accounts or Adding New Services

Member agencies may add funds for anticipated additional bona fide requirements, deficits, rejected invoices or invoices that the vendor has not yet submitted. Per the attached schedule, member agencies may: 1) move funds between existing accounts through September 12, 2012; 2) add new funds to a transfer pay order/IAA through September 14, 2012; 3) begin a new service by creating a new transfer pay order/IAA through September 7, 2012. Excluding move funds transactions, member agencies must return signed new IAAs and amendments for transfer and direct pay accounts and provide funds certification for the new amounts by September 7, 2012.

Direct pay users should note: To expedite your end-of-year order, you may send in your direct pay purchase orders over \$100,000 (and any supporting documentation) with your request form instead of waiting to attach them to your IAA amendment. All documentation and signed IAAs must be received in the FEDLINK Fiscal Office (FFO) by the posted deadlines.

Procurement Thresholds for Basic Ordering Agreements (BOAs) *(These terms apply to all BOAs, i.e., books, serials, preservation services, ILL and Information Retrieval)*

Funding increases that cause an existing transfer pay



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account or new service to exceed \$25,000, the requirements may require a formal competition and need a synopsis placed on www.fedbizopps.gov, the online portal for federal government procurement. If the proposed contract action is expected to exceed the simplified acquisition threshold of \$150,000, according to Federal Acquisition Regulations (FAR 5.203(d)), "Agencies shall allow at least a 30-day response time from the date of publication of a proper notice of intent...before issuance of an order under a basic ordering agreement."

FEDLINK will assist transfer pay customers who anticipate any action that requires a synopsis, formal competition or extensive coordination, such as a new serials order. Contact the FEDLINK Contracts Office at (202) 707-0461. For direct pay customers with a contract action that will cross these procurement thresholds, must allow their agency's contracting officer time to synopsise any requirements and/or conduct competitions.

Forms and Supporting Documentation

Use the Transfer Pay Adjustment form (available through the Online Registration Page of the FEDLINK Web Site at http://www.loc.gov/flicc/onlinedoc/online_index.html) for all transactions that increase or decrease funding in your services.

Remember to send in the supporting documentation that LC/Contracts needs to issue your delivery order. This includes: names of ordering officials for new transfer pay books accounts; direct pay P.O. modification; direct pay proof of Fed Biz Ops (FBO) synopsis for new orders over \$25,000 under BOAs; and selection documentation for direct pay serials actions over \$3,000.

Decreasing Funds—Moving Funds Out of Accounts and Requesting Terminations and Refunds

Before moving or refunding funds, members certify they have spoken with vendors and have enough funds to cover all charges against the account to be reduced. FEDLINK then verifies vendors' concurrence that all outstanding charges are accounted. Members must be careful not to "spend" any funds intended to be moved or refunded. The deadline to submit a signed request to move funds to another vendor account is September 12, 2012. However, the deadline to submit a signed request to move funds to another vendor account to begin a new service is September 7, 2012.

Instead of requesting a refund, members may find it useful to move money into other accounts to cover anticipated expenses. This reduces the likelihood of having to transfer additional FY2012 funds to FEDLINK to cover deficits at some time in the future. For example, a member might move funds into another account to cover book orders or online subscription charges.

Planning for Final Fiscal Year 2012 Transactions Sufficient Remaining Balances

When you decrease the funds in an account, you must leave sufficient funds behind to cover rejected invoices, pending invoices, on-order items, and your August and September usage. The Transfer Pay Account Adjustment form,





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which you use for both money moves and refunds, requires that you certify that you have checked with the vendor and that funds that remain in the account will be sufficient to cover all charges against the account. To be sure your accounts are not left in the red, FFO will double-check with the vendor to be sure all outstanding charges are accounted for before moving funds out of your account or refunding money.

Additional Usage

Because no decrease takes effect until a delivery order is issued, you must be careful that your agency does not "spend" the money you intend to have moved/refunded by placing orders against it after you have submitted a request to decrease funds. Similarly, your agency will be responsible for any usage incurred between the time you submit a request to terminate a service and the time the final delivery order is issued.

Refunds

Refund requests may be processed at any time, but in order for your agency to receive a refund in time to "reobligate" the funds this fiscal year, your request must be submitted by July 31, 2012. You should be aware of a federal financial procedure that can make your current year refund available for reobligation before your agency actually receives the refund check/EFT from FEDLINK. After you receive a copy of the LC delivery order that deobligates your funds from the vendor, your finance office may "book a receivable" in the exact amount of the delivery order. FEDLINK will refund this exact amount to your agency. With a receivable on the books, your agency may obligate the funds, even though FEDLINK has not yet transferred the cash back into your agency's account.

Forms and Supporting Documentation

Use the Transfer Pay Account Adjustment form on the Online Registration page at http://www.loc.gov/ficc/onlinedoc/online_index.html for all transactions that decrease the funding in your services.

Assistance

To review your accounts and plan your end-of-year actions, log onto the FEDLINK electronic fiscal reporting system, ALIX-FS, at <http://www.loc.gov/ficc/fedlacct.html> to check account balances and recent transactions. For assistance with your account or end-of-year transactions, call the Fiscal Hotline at (202) 707-4900; fax: (202) 707-4999; email: fliccfo@loc.gov.





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2012 End-of-Year Schedule

Refunds

Tuesday, July 31

Requests for refunds must be received in FFO (to ensure receipt in your agency before September 30, 2012)

Terminations

Friday, August 24

Requests to terminate service before the delivery order expires must be received in FFO

Add New Service Request*

Friday, September 7

Requests to add a new service must be received in FFO

Move Funds*

Wednesday, September 12

Requests to move funds to another vendor must be received in FFO (with no new service requests)

Add New Funds*

Friday, September 14

Requests to add new funds to an existing account must be received in FFO

Return of Signed IAA

Friday, September 21

ALL SIGNED IAAS MUST BE RECEIVED IN FFO (no exceptions)

Payment Expectation

Friday, September 28

Requesting all IAA's billed by August 15 to be paid by September 28th.

Funding increases that cause an existing transfer pay account or new service to exceed \$25,000, the requirements may require a formal competition and need a synopsis placed on www.fedbizopps.gov, the online portal for federal government procurement. If the proposed contract action is expected to exceed the simplified acquisition threshold of \$150,000, according to Federal Acquisition Regulations (FAR 5.203(d)), "Agencies shall allow at least a 30-day response time from the date of publication of a proper notice of intent...before issuance of an order under a basic ordering agreement."

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