

**Interagency Agreement No. 06-12-9699xx
between the Library of Congress and
the U.S. Department of xxx**

1. Purpose: This Interagency Agreement (hereinafter “IAG”) provides that the Department of xxx (hereinafter “[agency abbreviation]”) is ordering services from the Library of Congress Federal Research Program, which is administered by the Library of Congress Federal Research Division (hereinafter “LOC/FRD”), to fulfill [agency abbreviation]’s requirement for research reports, translations, and analytical studies. [agency abbreviation] will be responsible for costs incurred in obtaining services from the Library of Congress Federal Research Program as identified in this IAG, subject to subsequent amendments.

2. Authority: This IAG will effect a procurement from LOC/FRD under the revolving fund program established by the Library of Congress Fiscal Operations Improvement Act of 2000 (“the Act”), Public Law 106-481, 114 Stat. 2187, 2 U.S.C. § 182c. In accordance with the Act, the Federal Research Program will provide research reports, translations, and analytical studies.

3. Time Period: This IAG covers service for [agency abbreviation] beginning upon approval by all signatories and will remain in effect until performance is completed or the agreement is terminated by either party upon giving at least 60 days written notice of intent to terminate to the other party.

4. Services Rendered:

A. Background: [[brief statement of need.]]

B. Scope of Work: [[detailed statement of work, deliverables, and time lines.]]

C. Project Managers/Points of Contact:

[[name]]
Office of xxx
Department of xxx
[[street]]
[[city, state, ZIP]]
Voice: xxx-xxx-xxxx
Fax: xxx-xxx-xxxx
E-Mail: xxx@xxx.gov

[[name]]
Federal Research Division
Library of Congress
101 Independence Ave SE
Washington, DC 20540-4840
Voice: 202-707-xxxx
Fax: 202-707-3920
E-Mail: xxx@loc.gov

5. Payment: [agency abbreviation] agrees to pay a total of \$xx,000.00 in advance to the Library of Congress for LOC/FRD services. Funds will be transferred to LOC electronically or manually in accordance with the payment method selected in accordance with Paragraph 6, the Approval paragraph of this IAG (in accordance with 2 U.S.C. § 182c(c)(2) of the Act). [agency abbreviation] will transfer the amount of funding identified in this IAG to the Federal Research Program revolving fund in advance and will provide necessary accounting classification and electronic funds transfer (EFT) data to effect the transfer. ([agency abbreviation] may use the Federal Research Program payment method listed below for this purpose.) If manual billing is selected, [agency abbreviation] will remit payment for amounts due within 60 days of the due date on the invoice from the Library of Congress, subject to

the termination of Federal Research Program services if the payment is not received within that time period.

6. Approval: By signing below, [[agency abbreviation]] has determined that procuring services from the Federal Research Program is in the best interest of the Government, that it accepts the terms of this IAG, that it has the funding for the work requested under this IAG, that it has obligated the funds to this IAG, and that it has selected the payment method indicated below to pay for all services ordered under the IAG. This IAG will be signed for [[agency abbreviation]] by an official who is authorized to obligate agency funds and sign interagency agreements and memoranda of agreement.

FOR THE U.S. DEPARTMENT OF XXX:

[name] Date _____
[title]

FOR THE LIBRARY OF CONGRESS:

David L. Osborne Date _____
Chief, Federal Research Division

APPROVAL FORM

FUND CITATION: Please provide a funds citation for the full amount shown in Paragraph 5, Payment.

Citation:

Amount: \$xx,000.00

APPROPRIATION PERIOD OF AVAILABILITY:

- One-Year Funds
- No-Year Funds
- Multi-Year Funds
- Final year of availability: _____
- Non-Appropriated Funds

FUNDING DOCUMENT: [[agency abbreviation]] requests that LOC indicate acceptance of the attached agency funding document, number:

_____.

[[agency abbreviation]] acknowledges that the terms of this IAG supercede the terms of the agency funding document.

PAYMENT METHOD: Please select either (1) Electronic Funds Transfer (EFT; via the Treasury Intergovernmental Payment and Collection (IPAC) System), or (2) Manual Billing method. The IAG number must be included on all payments.

(1) **EFT BILLING** (select one approach)

(2) **MANUAL BILLING**

[[agency abbreviation]] will initiate payment using Library of Congress Agency Location Code (ALC) 03000001. [[agency abbreviation]] 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 LOC Vendor code for [[agency abbreviation]] is 9699xx.

The Library of Congress will initiate collection using [[agency abbreviation]]

ALC: _____

Fiscal ID: _____

BOC: _____

Payment in full of this IAG is due as specified on the invoice. The Automated Clearing House (ACH) information for the Library of Congress is:

Federal Reserve Bank of Richmond

701 E. Byrd St.

Richmond VA 23219-6105

Receiving ABA Number 051036706

Account Number 303018

Account Name Library of Congress

Payment Related Instructions ALC 00006192

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

[[agency abbreviation]]'s Treasury symbol is: xx.

Please provide a billing address:

[[agency abbreviation]]'s approving office will forward the signed IAG to the appropriate finance office so that the IAG can be matched with the IPAC transaction.