

INTERAGENCY AGREEMENT

Customer No.: DEN _____

FEDSOURCE - DENVER AND

FedSource is authorized by the Treasury Dept Appropriation Act 1997 (PL 104-208) as amended by Public Laws 106-554 and 108-7 and codified at 31 U.S.C. 501 Note. FedSource is a Government-wide program established to provide administrative support to participating agencies.

RESPONSIBILITIES: FedSource will review and evaluate requests for service and select the best contract vehicle to meet customer needs; issue task orders to vendors; resolve contractual problems, issues or disputes; ensure vendor compliance with terms and conditions of the contract; pay vendor invoices and bill customer for services. Customer agency will comply with procurement regulations and policy; comply with OMB Circular A-76 where applicable; properly obligate and certify fund availability; provide timely feedback to FedSource regarding any service problems with vendor; and receive and accept services in a timely manner.

REIMBURSEMENT FOR SERVICES: All funding documents are part of this agreement and all terms and conditions therein are incorporated by reference. An Interagency Agreement and funding document must be executed before services can be delivered. Signature of these forms by the Agency obligates the agency's funds, and authorizes FedSource to provide and bill for services as provided for in this Interagency Agreement. Agencies will be billed ONLY for services requested and used, which will include costs to cover all direct and indirect costs of FedSource. Customer agency's costs will be billed monthly using the Interagency Payment and Collection (IPAC) System or credit card. Supporting documentation for the billing will be provided. In accordance with requirements of Chapter 2.b.1. OMB Circular No. A-76, FedSource certifies that all products and services are priced under the full cost method and that the reimbursable rate is calculated in accordance with Part II of the referenced Circular.

DOD DETERMINATION & FINDINGS (D&F): A D&F is not required for interagency business conducted under Treasury Dept Appropriation Act of 1997 (PL 104-208) as amended by Public Laws 106-554 and 108-7.

TERM OF AGREEMENT AND TERMINATION: By agreement of the parties, this agreement will remain in effect on the same terms and conditions until specific action is initiated under the provisions of the termination clause or it is revised to provide for current conditions. Agreement modifications and terminations should be made bilaterally and with sufficient advance written notification to permit appropriate resource adjustments to be made. If a service provided by FedSource is to be terminated, at least 120 days written notice shall be given to the customer agencies. Also, if a customer agency decides to terminate its relationship with FedSource, 120 days written notice shall be given to the FedSource Chief Operating Officer. Individual services may have fees associated with early termination based on the awarded contract. These fees are outlined in the Task Order/Purchase Order. All terms and conditions outlined in Task Orders/Purchase Order signed by Customer Agencies are hereby incorporated into this Interagency Agreement. Contractor claims resulting from a termination issued under this clause will follow the Contractor Claims procedure specified elsewhere in this Agreement.

CONTRACTOR CLAIMS: In cases where Contractor claims arising from this Agreement are upheld, legal remedy costs incurred by the Government (e.g., administrative, travel, staff time, etc.) in presenting its case will be borne by the Agreement member (FedSource or FedSource customer agency) determined by the adjudicator as the responsible member. Where a Contractor claim, arising from this Agreement is not upheld, FedSource will, in good faith, pursue efforts to collect reimbursement for legal costs incurred by the Government from the Contractor. FedSource retains the right on how, if and when to enter into litigation or other means of collection. Parties to the Agreement agree to abide by the adjudicator's decision on fair and reasonable cost determinations and payment responsibility obligations.

FedSource - Denver
P.O. Box 25305
Denver, CO 80225
303-236-1942
Fax 303-236-0016
www.fedsource.gov

Agency: _____

Signature _____

Name & Title _____

Date _____

BY: _____
William R. Case, Chief Operating Officer

Date: _____

Agency Profile Sheet

Agency Name: _____

Agency Contact: _____
(Person Who Will Sign Interagency Agreement)

Mailing Street Address _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

THE FOLLOWING CODES ARE REQUIRED--YOUR PAYING OFFICE SHOULD KNOW WHAT THEY ARE.

Agency Location Code: _____

FACTS DEPT ID _____

(also known as the Trading Partner Code) listing of codes is found at www.fedsources.gov
Select Fedsources – Denver; click on “join us” link; click on “trading partner codes” at top of page.

FACTS BUREAU ID (Department of Treasury Bureaus Only) _____

DUNS NUMBER _____

Accounts Payable Contact: _____

Accounts Payable Contact Phone Number: _____

Accounts Payable Contact Fax Number: _____

Accounts Payable Contact E-mail Address: _____

EXHIBIT A

Listed below are services offered by FedSource Denver. Services can be ordered by completing a service request form available on our website www.fedsources.gov or by contacting our office at (303) 236-1942.

1. WELLNESS CENTER (available at Denver Federal Center only)

Centralized Wellness facility available to Federal Government employees, retirees, spouses, family members, and Government contractors. Membership can be purchased by the month, or for 6-months or 12-months at a discount.

2. INTERAGENCY PROPERTY CENTER (available in Colorado only)

Service related to receipt and disposal of excess personal property. For each fiscal year that a customer transfers property to the Property Center, they will be billed according to the number of their FTE (employee full-time equivalency). Costs will be prorated for new customers based on the date the services are ordered.

3. SECURED WAREHOUSE STORAGE (available in Colorado only)

Space for copy and computer paper, interim files and records, accountable property. High security storage space also available. Costs are billed based on the number of square feet of storage used each month.

4. LABOR MOVING

Daily labor and moving requirements performed through local contractors. Costs are billed on a per hour basis, using hours reported on the receiving report. Fixed price orders will be billed according to the negotiated fixed price.

5. PAPER RECYCLING (available in Denver metro area)

Recycling contractor provides recycling containers, picks-up filled containers as needed, and provides on and off site shredding of privacy act information. There are no costs to the customer for this service.

6. SCRAP METAL RECYCLING (available at Denver Federal Center only)

Scrap metal contractor provides dumpster(s), picks-up filled dumpster(s) as needed at no cost to customer agencies.

7. MAIL DELIVERY SERVICE (available at Denver Federal Center and vicinity only)

Service related to picking mail up from and returning it to the DFC post office and delivering it to, and for, agency mailrooms on and around the DFC. Costs are billed based on the number of stops required by customer agency.

8. PROJECT/TASK SUPPORT -CLERICAL/TECHNICAL/INDUSTRIAL/PROFESSIONAL:

Supports various functional tasks through contract(s), which are established to meet long or short term project needs of the government that the client agency management has determined will be performed through the private sector, not government employees. Task orders describe the requirement, deliverables and any special conditions of the project. Costs will be billed on a per hour basis for level of effort task orders using hours reported on the receiving report. Fixed price orders will be billed according to the negotiated fixed price. Time and material orders will be billed hourly as described under level of effort and for actual costs of materials covered under task order.

9. TEMPORARY HELP CONTRACTS:

Temporary help contracts are established to meet a temporary need to perform work that is normally performed by federal employees. Under the OPM regulation (5 CFR 300 Subpart E) temporary help can be utilized for 120 working days. Extensions can be granted through your personnel office for an additional 120 work days. Costs will be billed on a per hour basis.

10. SIGN LANGUAGE INTREPRETATION

Service related to acquiring sign language interpreters for customer agencies. Costs are billed on a per hour basis.

11. COPIER AND OFFICE EQUIPMENT PLACEMENT

Provides copy machines and all consumables (less paper), repair, operator training and maintenance in accordance with a cost-per-copy contract. Costs will be billed on a per copy basis using meter readings. Other options include purchase, lease or flat rate pricing which will be billed separately according to the negotiated price.

12. EEO FEDERAL SECTOR INVESTIGATIONS

Service related to acquiring EEO investigations through the use of private sector investigators. Costs are billed on a fixed price basis according to the negotiated price.

13. HUMAN RESOURCES

Classifications, Employee/Labor Relations, Work Force Restructuring, Training, Dispute Resolution Assistance. Costs will be billed on a per hour or unit cost basis depending on the actual task.

14. DOCUMENT IMAGING (COMING SOON)

Agreement with nation-wide contractor to meet agency requirements for document scanning onto CD-ROM, microfilm processing, record protection systems, and centralized warehousing of data.

15. COURT REPORTING

National contract that provides court reporting services. Costs will be billed on a unit cost basis.

16. PROCUREMENT SERVICES

Full procurement services based on task order and statement of work received from customer agency. Costs will be billed based on total cost of procurement.