



United States Department of the Interior



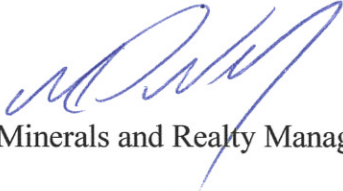
BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240
<http://www.blm.gov>

FEB 15 2013

In Reply Refer To:
9300 (350) P

Memorandum

To: Mike Pool
Acting Director

From: Michael D. Nedd 
Assistant Director, Minerals and Realty Management

Subject: Interagency Agreement Contracting Services between the Office of Valuation Services and Bureau of Land Management

Attached is an unexecuted Interagency Agreement (IAA) between the Office of Valuation Services (OVS) and the Bureau of Land Management (BLM) outlining the valuation contracting process including, but not limited to, funding, roles and responsibilities, billings and payments, and other general terms and conditions for contract valuation services.

The IAA is a standard agreement containing specific information and templates used to initiate the acquisition process with the OVS contracting branch. The IAA contains two parts. Part A comprises the general terms and conditions and covers a single assisted acquisition or serves as an umbrella document to cover multiple assisted acquisitions. By executing Part A of the agreement, the OVS contracting branch will perform the contracting function and assist the BLM in acquiring appraisal services through the OVS. Part B serves as the funding document and provides specific information on the requesting agency's requirement. Once Part A is signed at the National level, staff at the State level will complete Part B to initiate appraisal requests and services.

The OVS is responsible for all real estate valuation functions of the BLM, Bureau of Reclamation, National Park Service, and U.S. Fish and Wildlife Service, including management, oversight, and valuation policy for the Department of the Interior. The OVS realigned appraiser staff from a regional model to a client-based model, and created the Interior Valuation Information Service system.

Prior to the OVS providing contracting service to the BLM, the National Business Center (NBC) provided the contracting service or, pursuant to authority granted by the Deputy Assistant Secretary, Policy, Management and Budget, allowed each BLM state office to contract for real estate appraisals. Upon execution of the IAA, the OVS contracting branch will provide appraiser

contracting services. This agreement between the OVS and the BLM is the last part of the transition from the former NBC – Appraisal Services Directorate.

Currently, requests are being suspended until the OVS has an IAA in place with the BLM.

Please review the attached IAA and sign under *Requesting Agency Official* of Part A. This office will then submit the executed agreement to John W. Ross, Director, Office of Valuation Services for execution. The executed IAA will be retained in the Division of Lands, Realty and Cadastral Survey (WO-350) and copies provided to the States under a separate Instruction Memorandum.

If you have any questions, please contact me at 202-208-4201; Kim Berns, Division Chief, Lands, Realty and Cadastral Survey, at 202-912-7350; or Janet Eubanks, Realty Specialist, at 202-912-7149 or jeubanks@blm.gov.

1 - Attachment

1 - Interagency Agreement (IAA) (13 pp)

Interagency Agreement (IAA)

Part A – General Terms and Conditions (GT&C)

Part A – General Terms and Conditions (GT&C) describes terms and conditions that govern the relationship between the Buyer (Requesting Agency) and Seller (Servicing Agency), including roles and responsibilities for both trading partners to ensure effective management of the IAA and use of applicable funds.¹ The GT&C is the partnership document of the standard IAA that sets the relationship between parties. It identifies both agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type.²

This GT&C describes terms and conditions that govern the provision of acquiring contract valuation services for the Bureau of Land Management (BLM) (Requesting Agency) by the Office of Valuation Services (OVS), Office of the Secretary, Department of the Interior (DOI), Washington, DC 20240 (Servicing Agency). Each agency will identify an administrative and/or technical point of contact (POC) on the IAA Form provided. POC information will include name, title, telephone number, fax number, and email address. Changes to the POC information may be accomplished by an administrative modification to the IAA.

1. PURPOSE AND OBJECTIVE

- A. The purpose of this IAA is to identify specific contract valuation services to be provided by the OVS to the BLM, and by which such services are to be provided.
- B. Negotiation for services outlined in this IAA will include, but not be limited to, an identification of: valuation services to be provided, an agreement amount, billing terms, period of performance (start and end date), Requesting Agency and Servicing Agency funds expiration dates, terms of advances (if required), and additional terms such as performance measures. An IAA standard form will be completed by the BLM during the negotiation process.
- C. The OVS is authorized to provide valuation services to the BLM in pursuant of this IAA.³ As such, the OVS agrees to:
 - 1) Ensure all personnel work and expenses incurred are charged to the account classification identified on the DOI IAA Form;
 - 2) Establish valuation review deliverables via a properly administered Independent Government Cost Estimate (IGCE); and
 - 3) Record details of valuation services in a sanctioned Statement of Work (SOW) document.
- D. Description of work. Procurement of real estate appraisal and related valuation services.

¹ Office of Federal Procurement Policy (OFPP).

² FMLoB Standard Business Processes Document v 1.2, Reimbursable Management Processes (Chapter 5.0), pages 4-5, on the Web site at <http://fms.treas.gov/finstandard/forms/reimbursables-management-processes-v1.2.pdf> or <http://cfoc.gov>.

³ Department of the Interior Departmental Manual, Part 112: Policy, Management and Budget, Chapter 33.2 (E): Office of Valuation Services.

2. AUTHORITY

- A. The DOI Manual (DM) 011 DM 1, 1.2 B – Bureaus and offices must comply with the provisions of the DM, except to the extent that the provisions are superseded by appropriate authority: e.g., a change in statute, regulation, or Executive Order; a Secretary’s Order or a court decision; etc. OVS provides contract valuation services pursuant to the authority provided by 112 DM 33.2 (E).
- B. The BLM will identify the citation for programmatic authority for objectives of this IAA on the DOI IAA Form.

3. FUNDING INFORMATION

- A. No fiscal obligations are created through the execution of Part A – GT&C. A fiscal obligation arises only when the BLM establishes a bona fide need and provides necessary requirements and funding information to the OVS, and when both parties execute Part B – Order Requirements and Funding Information (Order) Section of this IAA.
- B. For all funding documents executed under Part B – Order Section of this IAA, both parties will identify a financial point of contact who is a “certifying official” as that term is used in 31 U.S.C. 3528 (for a civilian activity). The funds certifying official will:
 - 1) Timely execute all financial documents required for a valid funding request (i.e., to show funding meets purpose, time, and amount);
 - 2) Ensure funds are certified and legally available for the specified acquisition – in terms of purpose, time, and amount – for the specific acquisition; and
 - 3) Accept unexpended funds upon completion of the project or upon the need to deobligate.
- C. When it is determined that a commitment (i.e., a requisition or reservation of funds) is required, the BLM will proceed to initiate the commitment to reserve funds for obligation. The commitment established would be based on the known (or estimated) cost of the IAA; a commitment would not be recorded if a reasonable IAA estimated amount is not available.
- D. The BLM will provide a funding document to certify the commitment. The Purchase Request will be processed through the Financial and Business Management System (FBMS) IAA Purchase Requisition (PR) process to execute the agreement for each fund cited in Part B – Order Section of this IAA. The funding document provides information as to when, or if, the funds expire. If an agreement is for an extended period of time, it should contain a provision for an annual review.
- E. The ability of the parties to carry out their responsibilities under this agreement is subject to respective funding procedures and the availability of appropriated funds. Should either party encounter budgetary problems that may affect the activities to be carried out under this agreement, the encountering party will notify and consult with the other party or parties in a timely manner.

4. DOCUMENT NUMBER

BLM Document No. _____

OVS Document No. **OVS-BLM-A01-08**

5. PERIOD OF AGREEMENT

- A. This IAA will be effective on the date of the final signature, and it will remain in effect through 09/30/2016. The IAA will be reviewed by both participants to determine its suitability for modification to provide for revision, renewal, extension, or termination. If this IAA is modified, the modification must be in writing, and approved/signed by both parties.
- B. Either party may, in writing, terminate this instrument in whole, or in part, at any time before the date of expiration upon 30 days written notice of such termination. Neither party will incur any new obligations for the terminated portion of the instrument after the effective date and will cancel as many obligations as possible. Full credit will be allowed for each party's expense and all non-cancelable obligations properly incurred up to the effective date of termination.
- C. This agreement is for an extended period of time. Therefore, it will undergo an annual review to determine continuing need and whether the agreement should be revised, renewed, or canceled.

6. ROLES AND RESPONSIBILITIES

- A. Client Realty Personnel who act on behalf of the BLM will:
 - 1) Review and comment within 3 business days on the draft SOW, IGCE, and anticipated delivery schedule prepared by the OVS staff.
 - 2) Accept the IGCE as the amount for obligation of funds unless the IAA can be completed simultaneously. Acceptance indicates funds are available for reimbursement to the OVS and that the OVS can proceed with the contracting process. If the final cost of the contract fee appraiser is within 10 percent of the IGCE amount, there will be no need to get further approval from client. However, the client must be provided a final amount for the completion of the IAA.
 - 3) Authorize the transfer of the requisite funds to the OVS within 30 days of receiving invoice.
- B. The OVS Review Appraiser or Mineral Specialist will:
 - 1) Prepare a draft SOW upon receipt of a completed valuation/evaluation request from the client via the Interior Valuation Information System (IVIS) with a list of qualified vendors from which bids will be solicited for the specified assignment and an IGCE.
 - 2) Submit a draft SOW and IGCE to the respective agency approver and/or submitter.

- 3) Submit a bid package to the OVS Contracting Officer (CO) for solicitation of bids from a list of qualified vendors upon receipt of client's written concurrence of the SOW and funding document based on the IGCE.
- 4) Receive bids from the CO and provide written technical evaluations and recommendations to the CO.
- 5) Determine that the report was prepared in compliance with the SOW and all applicable appraisal standards (The Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) and the Uniform Standards for Professional Appraisal Practice (USPAP)) or other requirement.
- 6) Distribute the approved deliverable to the respective client agency approver within 5 days of completing the report review. The Review Appraiser should advise the contract fee appraiser to submit invoice via the Internet Payment Platform (IPP).
- 7) Review and accept the invoice in the approved the OVS Contracting "Completion of Contract Deliverables" form to authorize payment upon making a determination that the report was prepared in compliance with the SOW and all applicable standards (i.e., UASFLA and USPAP).
- 8) Submit the completed form to the appropriate Management Analyst (MA) for processing within FBMS and to the CO for authorization of payment.

C. The OVS Management Analyst will:

- 1) Communicate with the OVS Budget Office to begin initiation of the accounting string and Work Breakdown Structure (WBS) for the contracted valuation project.
- 2) Complete a PR through FBMS using the accounting string provided by the OVS Budget Office.
- 3) Accept Deliverables (i.e., Appraisal Report and Invoices) in FBMS based on the document provided by the Review Appraiser.

D. The OVS Budget Office will:

- 1) Create WBS elements to reflect contracted valuation projects using IVIS job numbers.
- 2) Use the estimated amount identified on the BLM's funding document and/or IGCE as the budgeted amount assigned to the WBS.
- 3) Coordinate a recurring reimbursement schedule using the DOI IAA Form agreed upon in Part B – Order Section of this IAA. Initiate an Intra Government Payment and Collection (IPAC) referencing the purchase order (PO) number provided on the completed Part B.
- 4) Designate a POC to address all reimbursement and billing matters to the OVS contract valuation service Revolving Fund (RF).
- 5) Process the IAA.

E. The OVS CO will:

- 1) Perform acquisition services in accordance with the Federal Acquisition Regulations, DOI Acquisition Regulations and Departmental Policies.
- 2) Submit Request for Quote/Proposal (RFQ/RFP) to vendors identified on the OVS list of qualified appraisers.
- 3) Serve as the OVS liaison in responding to contract questions posed by bidders. Technical valuation questions will be referred to the assigned Review Appraiser.
- 4) Oversee the procurement process to include accurately documenting when RFQ/RFP dates were submitted to vendors as well as when date bids were received by the OVS.
- 5) Provide bids obtained from vendors to the assigned the OVS Review Appraiser/Mineral Specialist for technical evaluation and recommendation.
- 6) Upon receiving the Review Appraiser/Mineral Specialist's technical evaluation and recommendation, award the services contract and provide a copy of contract to the Review Appraiser/Mineral Specialist and respective client agency approver.
- 7) Make modifications, if required, and distribute to the Contract Appraiser, Review Appraiser/Mineral Specialist and the respective client agency approver.
- 8) Review all invoices received through FBMS and authorize payment after the Review Appraiser/Mineral Specialist has reviewed and accepted invoice.

F. The BLM Budget Officer (BO) will:

- 1) Provide the OVS with a copy of the approved funding document (completed Part B) based on the IGCE to confirm funds are available for reimbursement to the OVS.
- 2) Confirm all expenditures for which reimbursement is being sought upon receipt of quarterly reimbursement statement from the OVS.
- 3) Initiate payment to the OVS within 30 days of receiving monthly or quarterly reimbursement statements, or, if warranted, submit request for additional clarification. The OVS will initiate an IPAC referencing the PO number provided on the completed Part B.
- 4) Designate a client POC to address all reimbursement-related matters.

G. Both parties will modify this agreement accordingly when the DOI updates FBMS processes described in this section. Updates will be in the form of addenda to this IAA.

7. ADDITIONAL INFORMATION

- A. Full Cost Recovery Statement. There are exceptions to full cost recovery that may be made with the advice of the Bureau or Office Chief Financial Officer (CFO) when either the recovery of full cost is in conflict with statutory requirements or a Bureau or Office CFO recommends to the Office of Management and Budget (OMB), through the Assistant Secretary – Policy, Management and Budget and Chief Financial Officer (ASPMB), that exceptions to the general policy be made.

B. Method for Settlement of Disputes.

- 1) Nothing herein is intended to conflict with current DOI or "other agency" directives. If the terms of this IAA are inconsistent with existing directives of either of the agencies entering into this IAA, then those portions of this IAA which are determined to be inconsistent will be renegotiated and a modification to the agreement will be completed to provide those corrections and directive compliance. All other terms and conditions not affected by the inconsistency will remain in full force and effect.
- 2) Should disagreement arise on the interpretation of the provisions of this IAA, or modifications and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement will be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within 30 days, the parties will forward the written presentation of the disagreement to respective higher officials for resolution.
- 3) The parties under this IAA are also responsible for resolving any billing/payment disputes that may arise within 30 business days of the billing date. If the dispute cannot be resolved within this period, then the matter will be referred the following business day to the DOI, Office of Financial Management (OFM).
- 4) If accounting and/or contractual disputes are not resolved at the agency level, the agencies have 60 calendar days from the date that either: (1) the difference is identified in the Material Difference Report; or, (2) a charge is disputed, whichever comes first. The CFOs of both agencies will request that a binding decision be rendered by the CFO Council's Intragovernmental Dispute Resolution Committee established for this purpose. The Committee will render a decision within 90 calendar days of request. The agencies will then coordinate to ensure any necessary IPAC transactions needed to effect the decision are processed as applicable.

C. Termination/Cancellation Clause. Each party may terminate the agreement within a specified time if written prior notice is provided to all parties. The language may, as necessary, include further specifics regarding the rights and liabilities of the parties in the event of termination of the agreement.

D. Future Modifications or Amendments. As appropriate, this IAA may include provisions for future modifications or amendments.

E. Expiration Date for Obligation of Funds. If the IAA will result in the servicing agency executing contractual or other obligating documents with non-Federal entities and/or other sub-awards, the IAA must include information as to when the funds provided expire for obligation purposes. Transactions where the servicing agency has authority to deposit the funds in working capital funds or obligate the funds without regard to the expiration of the original appropriation, such as no year funds, are exempt from this requirement.

8. BILLING AND PAYMENT

- A. The BLM will pay the OVS for costs of each award or modification. Billings may include the amounts due under the award or modification.
- B. Reimbursable Billing.
 - 1) The OVS will pay contractor invoices for acquisitions under this IAA on a reimbursable basis. The OVS will present an itemized statement to the BLM for reimbursement of incurred contract costs and assisted services support costs. The OVS will initiate an IPAC system referencing the PO number provided on the completed Part B. The BLM will pay reimbursable billings to the OVS.
 - 2) Reimbursable billings are delinquent when they are 30 or more calendar days old (from date of the billing). When billings remain delinquent over 30 calendar days and the BLM has not indicated a problem regarding services, the OVS may refer the delinquency to the DOI, OFM for resolution or may handle under Section 12. C. below.

9. CONTRACT TERMINATION, DISPUTES AND PROTESTS

If a solicitation, contract or order is awarded under this IAA by either agency and subsequently is terminated or canceled or a dispute or protest arises from specifications, solicitation, award, performance or termination of an award, appropriate action will be taken in accordance with the terms of the award and applicable laws and regulations by the awarding agency. The BLM will be responsible for all settlement costs, except for costs associated with actions that stem from errors in performing the responsibilities assigned to the OVS. The OVS will be responsible for settlement of all disputes, terminations, cancellation or protests in accordance with Federal and agency regulations. The OVS will communicate all such matters to BLM, and BLM will be consulted on status and proposed solutions to such matters.

10. AMENDMENTS/MODIFICATIONS

Any amendments/modifications to Part A – GT&C Section will be made in writing and signed by both the BLM and the OVS.

11. TERMINATION AND CANCELATION

This IAA may be terminated upon 30 calendar days written notice by either party. If this agreement is canceled, any implementing award may also be canceled. If the IAA is terminated, the agencies will specify the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions. If the OVS incurs costs due to the BLM's failure to give the requisite notice of its intent to terminate the IAA, the BLM will pay any actual costs incurred by the OVS as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

12. REVIEW OF PART A – GT&C

- A. The parties agree to jointly review the terms and conditions at least annually if the period of this agreement exceeds 1 year. Appropriate changes will be made by amendment to this agreement executed in accordance with Item 9 above.
- B. If the OVS and the BLM are unable to agree about a material aspect of either Part A or Part B of this IAA, both parties agree to engage in an effort to reach mutual agreement in the proper interpretation of this IAA, including amendment, as necessary, by escalating the dispute within their respective organizations.
- C. If a dispute related to funding remains unresolved for more than 60 calendar days after the parties have engaged in an escalation of the dispute, the parties agree to refer the matter to their respective Agency CFO with a recommendation that the parties submit the dispute to the CFO Council Intragovernmental Dispute Resolution Committee for review.

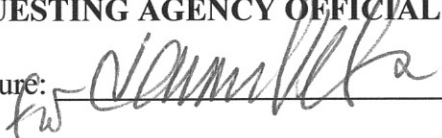
13. SIGNATURES

- A. Signatures below indicate review and approval of Part A – GT&C by both parties. Document numbers identified in Item 4 will be cross-referenced on all related transactions. Part A – GT&C may indicate that Orders will be provided in the future (e.g., a blanket IAA) or may be accompanied by one or more Orders.
- B. The OVS approving official's signature confirms that all information captured in Part A – GT&C have been agreed upon, and that the OVS has the capability to perform the requested services. The OVS's review included, but was not limited to, all of the following:
 - 1) Confirming with the BLM that the bona fide need is for the current year as authorized by Congress when the funds were appropriated to the agency;
 - 2) Confirming with the BLM that a Buyer's Determinations and Findings (D&F) has been completed, if applicable;
 - 3) Confirming that the document is signed, includes the estimated agreement amount and agreement period;
 - 4) Confirming the inclusion of unique terms and conditions specified by the BLM, if applicable;
 - 5) Verifying that all the OVS terms and conditions are included;
 - 6) Reviewing the Scope (Description of Products and Services); and
 - 7) Confirming that all required values in Part A – GT&C are completed with valid information.
- C. In cases where the OVS identifies issues with Part A – GT&C that necessitate changes, the process goes back to the negotiate phase to update or re-negotiate the agreement. The revised IAA, based on the re-negotiations, follows the same flow as the original: It is

updated, reviewed, and signed by the BLM then forwarded to the OVS for review and signature.

- D. Part A – GT&C may have a parent/child relationship to Part B – Order Section; in other words, there may be multiple Part B – Order Sections for one Part A – GT&C Section.

REQUESTING AGENCY OFFICIAL:

Signature:  Date: 2/18/13

Name: Mike Pool

Title: Acting Director

Agency: Department of the Interior, Bureau of Land Management

Address: 1849 C Street, NW, MIB - 5628 Washington, DC 20240

Phone: 202-208-3801

E-mail & fax: mppool@blm.gov & 202-208-5242

SERVICING AGENCY OFFICIAL:

Signature:  Date: 2/26/13

Name: John W. Ross

Title: Director

Agency: Department of the Interior, Office of Valuation Services

Address: 1849 C Street, NW, MIB - 1319, Washington, DC 20240

Phone: 202-208-6391

E-mail & fax: John_Ross@ios.doi.gov & 202-210-0814

Interagency Agreement (IAA)
Part B – Order/Award Requirements and Funding Information

1. REQUESTS FOR VALUATION SERVICES

- A. The BLM will use Part B forms to request specific valuation services under this IAA. The form will reference the BLM and OVS IAA number(s).

- B. Activities undertaken pursuant to Part B are subject to the terms and conditions set forth in Part A of this IAA. Part B will identify the PO number where funds are obligated and where OVS will IPAC against.

2. DOI IAA Form

The attachment represents the Part B Form which will be submitted to the OVS with each request for service.



UNITED STATES DEPARTMENT OF THE INTERIOR

INTER/INTRA-AGENCY AGREEMENT (IAA)

1. Period of Performance



START	END

Buyer has work performed for them by the Seller named in item 6b.

Seller to perform work as described herein for the agency named in item 6a.

SEE INSTRUCTIONS ON PAGE 2

2. Common Document Number (Agreement Number)

3. Check appropriate box

Original Modification No.

4. Under the authority of (Cite authorities):

43 U.S.C. 1701 et seq., (FLPMA)

Working Capital Fund (WCF)

Department of the Interior Appropriation Act for FY

Other: _____

31 U.S.C. 1535 (the Economy Act)

5. Description of Work (If more space is needed, attach additional sheets):

PROJECT TITLE:

Buyer

Seller

6a. Agency:

Address:

Address:

Administrative POC

Email: Phone Fax

Technical Point of Contact:

Email: Phone Fax

6b. Agency:

Office of Valuation Services (DOI)

Address:

1849 C Street, NW

Address:

Washington DC 20240

Administrative POC:

Elizabeth Coburn

Email: Elizabeth_Coburn@nbc.gov Phone 928-871-5313 Fax: 202-219-0814

Technical Point of Contact: Melvin Capers

Email: Melvin_Capers@ios.doi.gov Phone: 202-208-3906 Fax: 202-219-0814

ACCOUNT DATA

BUYER

SELLER

7. Agency Location Code

7a.

7b. 14-01-0001

8. BPN Number (DUNS #) FSN

8a.

8b. 130907426

9. Treasury Account Symbol (TAS)

9a.

9b. 14x4523

10. Standard General Ledger

10a.

10b. 6100.252E0

11. Cost Structure/Account

11a.

11b. XXXD4523WV DWVVS0000.000000
DS68800000 DX.68801._____

12. Business Event Type Code

12a.

12b. COLL

13. Requisition Number for Buyer/Project Account for Seller

13a.

13b. IVIS Project WBS:

14. Contract Line Number for Buyer/ Proposal Number or other data for Seller

14a.

14b. N/A

15. Buyer provide Expiration of Funding Source (Date or indefinite)

15a.

15b. NOTE: Ensure project completion by date entered in Block 15a (Seller must not incur additional costs)

16. Amount Obligated by Buyer

a. Initial or current obligation:

\$

b. Modification Amount (check one)

Increase

Decrease

\$

c. Total obligation:

\$

17. Bill To (Name and Address, including zip code of **Finance Office**):

Name: Financial Management and Budget – Business Management Office

Address: National Business Center

Address: 7301 W. Mansfield Avenue, Bldg 7410

Denver CO 80235-2230

18. Billing for Federal Agencies and DoD will be processed via IPAC. (billing will be done bi-weekly monthly quarterly in advance)

Upon Approval, this agreement constitutes an obligation against Buyer requesting the work; or authority to proceed with work by Seller for the herein named agency in anticipation of reimbursement.

19. Approved for Buyer:

(Buyer's Authorized Signature)

20. Approved by Seller:

(Seller's Authorized Signature)

19a. Name (Type):

20a. Name (Type):

19b. Title:

19c. Date:

20b. Title:

20c. Date:

INSTRUCTIONS FOR INTER/INTRA-AGENCY AGREEMENT (IAA)

NOTE: Information highlighted is to be completed by, or obtained from, the Seller Agency

IAA – BUYER TO HAVE WORK PERFORMED BY A PARTICIPATING (SELLER) AGENCY

*Note: Complete Items below for a single funding line – continuation page is required for multiple lines of funding
The Buyer executes this form, completes and obligates information under Buyer data elements.

1. Enter the start and end date (period of performance) in which work will be completed.
2. Enter the Common Document Number (Inter/intra Agency Agreement number).
3. Check “Original” if first submission, “Modification” and enter modification number if modification.
4. Check 31 U.S.C. 1535” unless another specific legislative authority exists, in which case that authority is shown under “other”. If 31 U.S.C. 1535 is checked, an Economy Act Determination **must** be prepared by the project manager and approved by a warranted Contracting Officer with delegated authority.
5. Provide a Project Title and description of the work to be performed in accordance with Acquisition, Section 1510-17.5.
6. Enter the Buyer Agency office name, city, state, zip code, Buyer technical and administrative contact names and phone nos. with area code, also include fax and Email address.
- 6a. Enter the Seller Agency office name, city, State, Buyer technical and administrative contact names and phone nos. with area code, also include fax and Email address. These fields can be completed by the Seller if unknown to the Buyer. (This data will be referenced on your Treasury IPAC bill.)
- 7a. Provide your 8 digit Agency Location Code (ALC) assigned by Treasury.
- 8a. Type your Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for DoD.
- 9a. Provide the Treasury Account Symbol (TAS) for this funding line.
- 10a. Determine the Treasury Standard General Ledger accounts (SGL) for this funding request.
- 11a. Enter the account cost structure for your Agency. This may include an office identifier, program and budget object class.
- 12a. Provide the Business Event Type Code (BETC) for this action.
- 13a. Type the Requisition Number referenced to support this Agreement.
- 14a. Contract Line Number for this funding.
- 15a. Provide the Fund Expiration date, or type ‘Indefinite’ (for no year funds).
16. For an original IA; enter the amount to complete items a, c, and d. For modification; complete items a, b, c, and d.
- 16a. Enter the Initial or current obligation amount
- 16b. Enter the Modification Amount
- 16c. Check appropriate box to indicate if the funding is being increased or decreased by this action.
17. Enter the Buyer Agency, Bill To - Finance Office address, include office name, city, state, and zip code.

Forward a copy of this draft Agreement for completion of the Seller Agency account data.

Obtain a signed, accepted copy of this Agreement from the Buyer Agency.

Ensure that the data elements in 7b-14b have been completed.

18. Check the preferred billing schedule for the Buyer Agency and ensure that the term is acceptable for both Buyer and Seller.
19. IA must be signed by a warranted Contracting Officer with delegated authority. IA is not signed by the Buyer until approved in block 20 by the participating agency.
20. Signature of approving official for the participating agency.

Send a fully executed copy of this Agreement to the Seller Agency after obligation is recorded in the financial system via the IDEAS/PRISM system.

PARTICIPATING SELLER AGENCY TO SUPPORT THE BUYER AGENCY

The Draft IAA is received for completion by the Seller Agency.

This data will be used to cross-reference the IAA with the Seller Agency’s reimbursable account in FFS or SAP.

- 6b. Enter the Seller Agency office name, city, State, Buyer technical and administrative contact names and phone nos. with area code, also include fax and Email address. These fields can be completed by the Buyer
- 7b. Provide your 8 digit Agency Location Code (ALC) assigned by Treasury.
- 8b. Type your Business Partner Network Number (DUNS No.) as registered in Federal Register.
- 9b. Provide the Treasury Account Symbol (TAS) for this funding line.
- 10b. Determine the Treasury Standard General Ledger accounts (SGL) for your reimbursable account.
- 11b. Enter the cost structure / account classification for your Agency’s reimbursable. This may include an office identifier, program and budget object class. (Note: This cost structure **must** be charged with time or expenditures for billing to occur.)
- 12b. Provide the Business Event Type Code (BETC) for this action.
- 13b. Type the Project or Job Number assigned to track expenses for completing the work requested in Agreement.
- 14b. Enter any additional Seller account reference data. (Project code assigned, Proposal number, sub-agreement contract reference)
- 15b. Seller to ensure completion by this date (No additional costs may be incurred).
17. Ensure that the billing term is acceptable by Seller Agency.
20. Ensure the approval signature is an agent authorized to accept or behalf of the Seller Agency.

Return the IAA copy to the Contracting Officer for execution and obligation.

After receipt of the fully executed copy of this Agreement, create a reimbursable account in FFS, PCAS or SAP, SD to track expenses that will be IPAC billed against this obligation.