

Department of the Treasury Interagency Agreement Guide



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DEPARTMENT OF THE TREASURY INTERAGENCY AGREEMENT GUIDE

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DEPARTMENT OF THE TREASURY INTERAGENCY AGREEMENT GUIDE

1) **Purpose**

The purpose of this guide is to standardize Treasury-wide policies and procedures related to the preparation, processing, coordination, execution, administration, and close-out of Interagency Agreements (IAAs). This guide establishes Treasury-wide policy and procedures for IAAs.

2) **Scope**

The guide applies to personnel in the Department of the Treasury and Treasury Bureaus.

3) **Authorities**

Many Treasury IAAs are issued under the terms of the Economy Act (31 U.S.C. 1535 & 1536), as implemented by the Federal Acquisition Regulation (FAR) Subpart 17.5 and the Department of Treasury Acquisition Procedures (DTAP) Subpart 1017.5. The Economy Act only applies when more specific statutory authority does not exist. See section 12 entitled “Statutory Authorities for Interagency Agreements” for a list of commonly referenced authorities.

4) **References**

FAR Subparts 17.5 and 7.3; DTAP Subpart 1017.5; Principles of Federal Appropriation Law (the “Red Book”), Third Edition, published by the U.S. General Accounting Office; Treasury Financial Manual (TFM) Volume I, Announcement Number A-2013-4, “Notification of Updated Policy for Intergovernmental Transactions (IGT) for Fiscal Year 2103.”

5) **Definitions**

Frequently used terms are defined as follows for purposes of this guide:

- a) **Assisted Acquisition:** As defined in FAR 2.101, assisted acquisition is a type of interagency acquisition where a servicing agency performs acquisition activities on a requesting agency’s behalf, such as awarding and administering a contract, task order, or delivery order. Assisted acquisition is a subset of interagency agreements entered into for the primary purpose of obtaining services or products from contractors. Agreements for Assisted Acquisition are also referred to as Acquisition Assistance IAAs.
- b) **Determination and Findings (D&F):** As defined in FAR 1.701, Determination and Findings are a structured form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contract actions.
- c) **General Terms and Conditions (GT&C):** The GT&C sets the relationship between the trading partners. It identifies the agencies entering into the agreement, the authority permitting the agreement, the agreement action, period, and type.
- d) **Interagency Agreement (IAA):** A written agreement entered into between two Federal agencies, or major organizational units within an agency, which specifies the goods to be

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furnished or tasks to be accomplished by one agency (the servicing agency) in support of the other (the requesting agency).

- e) Intra-governmental Payment and Collection (IPAC): The system used by most Federal agencies for interagency disbursements and funds transfers. May also be used to describe the process for transferring funding pursuant to IAAs.
 - f) Memorandum of Agreement (MOA) / Memorandum of Understanding (MOU): MOU/MOAs are agreements between agencies or bureaus that do not involve payment or transfer of funding. If the agreement involves funding, an IAA must be executed.
 - g) Obligation authority
 - i) Contracting Officer. Contracting officers have authority to enter into, administer, or terminate contracts and make related determinations and findings. This authority flows from the head of the agency through the Senior Procurement Executive, Head of Contracting Activity, and Bureau Chief Procurement Officer. Contracting officers receive explicit instructions in writing regarding the limits of their authority.
 - ii) Program Officer. Program officer as used in this guide refers to an individual delegated authority to obligate funding on non-contractual instruments on behalf of the agency. Program officer authority flows from the head of the agency through the chief financial officer or other organizational element with explicit obligation authority.
 - h) Order (under an IAA). An order under an IAA creates a fiscal obligation between agencies or bureaus and delineates specific product and/or service requirements, funding information for both trading partners, and authorized signatures to obligate the funding.
 - i) Requesting Agency. The agency (or major organizational unit within an agency) that requests goods or services from another agency or unit through an interagency agreement.
 - j) Servicing Agency. The agency (or major organizational unit within an agency) that provides goods or services with agency resources or contracts for the service on behalf of the requesting agency or unit under the terms and conditions of an interagency agreement.
- 6) **Interagency Agreement Forms**
Treasury uses the Government-Wide Accounting (GWA) form available at: <http://www.fms.treas.gov/finstandard/forms.html> for agreements between Treasury and other Government agencies. The GWS consists of the IAA General Terms and Conditions (GT&C) form 7600A and the IAA Order form 7600B. Treasury will encourage other agencies to adopt the common GWA form to the maximum extent practicable, but may use other agencies' formats for expediency provided that the format

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contains all of the required GWA elements. For assisted acquisition agreements between Treasury Bureaus (using other Bureau's contracts), Treasury may use the Treasury Intradepartmental Purchase Request (TIPR) form (Appendix C) in lieu of the GWA form. The TIPR is maintained on the Treasury Procurement Policy and regulations site at <http://www.treasury.gov/about/organizational-structure/offices/Mgt/Pages/ProcurementPolicy-Regulations.aspx>.

7) **Types of Interagency Agreements**

The term IAA can encompass agreements between Treasury and other agencies or between Treasury Bureaus for products or services. The products or services can be furnished by the other agency's federal employees or contractors. Acquisition assistance IAAs involve products or services provided by contractors as a principal purpose of the IAA. Non-acquisition assistance IAAs involve the provision of products or services by the servicing agency where contractor support is incidental to the provision of goods or services.

As an example of an acquisition assistance IAA, a program manager requires consulting to support strategic planning. The Department of Interior (DOI) has a contract for relevant consulting services. The program manager prepares an IAA for DOI to place an order for a consultant to support the program. The contracted services are the principal purpose of the IAA, therefore the approval of the requesting agency's contracting office is required prior to issuing the IAA.

Examples of IAAs for assisted acquisition requiring involvement of the requesting agency CO and execution of a D&F include:

- a) Engagement of the OPM's procurement support services to award a contract for training services
- b) Engagement of the General Services Administration (GSA) Office of Assisted Acquisition Services to perform acquisition-related activities on your behalf
- c) Engagement of the Department of the Interior's Interior Business Center (IBC) Acquisition Services Directorate for support with Acquisition planning, solicitation, negotiation, contract award, administration, and/or closeout

As an example of non-acquisition assistance, agencies are directed by statute to use Office of Personnel Management (OPM) to obtain security clearance investigations on personnel. In performing this function, OPM obtains contractor support. The agency is not asking OPM to provide the contract, but to provide the service. The contract is incidental to OPM providing the statutorily mandated service, and therefore the approval or non-approval by a requesting agency CO is not required.

Examples of IAAs for governmental services not requiring involvement of the requesting agency's CO or execution of a D&F

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- a) Reimbursement for salaries of temporarily detailed employees
 - b) Reimbursement to the State Department for payments made to support Treasury employees working in foreign countries
 - c) Rent on GSA owned or leased buildings
 - d) Reimbursement for mileage & repairs of leased GSA vehicles
 - e) Reimbursable Work Authorizations for contractor performed building renovations and services requested through the GSA
 - f) Postage remittance to the US Postal Service
 - g) Non-expenditure transfer or similar congressionally directed or statutorily permitted movement of funds between agencies or bureaus
 - h) Reimbursement for OPM Security Clearance Investigation
 - i) Ordering of Training services using SF-182
 - j) Reimbursement for Government Accountability Office (GAO) pursuant to 31 U.S.C. §3521 or similar statutorily directed audit or review.
 - k) Security guard services furnished through the Department of Homeland Security (DHS) Federal Protective Service - 40 U.S.C. § 1315 makes DHS responsible for protection of Federal buildings. Treasury is required to buy protective services through DHS FPS unless authorized to do otherwise.
- 8) **Obligation authority**
A Contracting Officer warrant is required to obligate funding on contracts. IAAs are not contracts, and therefore do not require CO signature. IAAs must be signed by an individual authorized through Treasury Order or Directive or Bureau implementing policy to obligate funding on behalf of the department or bureau organizational element. The obligation must be properly recorded in the Bureau's accounting system. Some Bureau policies may require the involvement of procurement staff and/or the entry of the IAA into the contracting system to ensure proper recording of the obligation. The following Treasury IAAs are generally prepared and funds obligated without involvement of the procurement office:
- a) Government Printing Office (GPO): Treasury Bureau Chief Procurement Officers (BCPOs) may delegate obligating authority to staff responsible for printing and graphics for use of Form SF-1. Authority for use of GPO is contained in 44 USC 501 and 502 and in FAR 8.8. A separate D&F is not required for GPO orders.

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- b) General Service Administration (GSA) Reimbursable Work Authorizations (RWA): 40 U.S.C. § 592 (b)(2) authorizes GSA to provide services not included in an agency's rent on a reimbursable basis through the Federal Building Fund. The GSA Customer Guide, available at: http://www.gsa.gov/graphics/pbs/Federal_Customer_Guide_RWAs_2011.pdf discusses the process for reimbursing GSA to do the work, which is generally completed by issuing a contract either through the landlord of a leased building or directly to a contractor in the case of a GSA-owned building. A separate D&F is not required for GSA RWA orders. Consult with your Facilities Operations office on the form and execution of RWAs.
- c) Intergovernmental Personnel Agreements (IPAs) are Reimbursable or non-reimbursable agreements under the authority of 5 CFR 334 that may be entered into with state and local governments, institutions of higher education, and Indian tribal governments. IPA assignments may be intermittent, part-time, or full-time. A separate D&F is not required for IPAs. Consult with your Chief Human Capital Office on the form and execution of IPAs.
- d) Training: In certain circumstances, the SF-182 may be used to document arrangements to receive training from another agency on a reimbursable basis. Specifically, Bureaus may delegate obligation authority to staff responsible for training and professional development pursuant to 5 U.S.C. 4104 and 4105 for use of the SF-182 to reimburse other agencies for training provided that:
 - i) the training cost of a single training event, program, or instructional service does not exceed the simplified acquisition threshold (currently \$150,000);
 - ii) the cost is of a fixed nature, i.e., price per student or price per course, program, or service; and
 - iii) the program, course, or instructional service is off-the-shelf and no modification or development resulting in increased cost to the Government is needed to meet Treasury's needs.

9) Financial Aspects of IAAs

- a) Effect of IAA
An IAA represents an obligation in the requesting agency's financial system.
- b) Time of agreement
A completed IAA is essential; however, the lack of a written agreement before performance may not necessarily preclude reimbursement. For example, reimbursement can still be made if (1) an IAA had been in effect for several prior years, and (2) the facts showed that the agencies intended to continue the IAA for the year in question. A written agreement is required to record the obligation and make payment. However, foregoing reimbursement may itself raise appropriations law issues. For this reason, legal counsel should be consulted if it is discovered that services have been accepted from another agency without an IAA in place. See

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Volume IV, Chapter 15 of the “Red Book” for additional information.

c) Option Years

IAAs may include option years. Ensure the performance work statement and Economy Act D&F (if required) cover all planned option years. Funding for each option year must be available and appropriate for obligation at the time the option is exercised.

d) Types of Payment

i) Advance payment

A requesting agency obligates funding at the time of the execution of the IAA. The advance pay scenario may be used in the case of assisted acquisition to cover the full amount of the anticipated contract obligation where the servicing agency requires the funds on hand in its financial system prior to obligation. Advances should be limited in usage and requested only when a business need exists for an advance in order for the seller to execute an order. The servicing agency will process an IPAC transaction to transfer funds prior to entering into a contract obligation. Advance payment will often be based on estimates, which will require subsequent adjustments up or down when the actual costs are known. Reports of actual expenses are forwarded to the Contracting Officer’s Representative (COR)/Point of Contact (POC) for approval, then posted in the financial system to draw down the advance. Any excess should be promptly returned to the requesting agency. Retention of the excess amount by the servicing agency is an improper augmentation of funds.

ii) Reimbursement

Funds are obligated in the requesting agency’s financial system when the IAA is executed. Reimbursement is made after expenses are incurred. IPAC transactions generally occur following delivery of products or services or on preset intervals (e.g. monthly, quarterly, and annually).

iii) Direct Cite

Under a “direct cite” interagency agreement scenario, the servicing agency incorporates the requesting agency’s accounting information and payment instructions into the servicing agency’s contract. The contractor submits invoices to and receives payment from the requesting agency. The requesting agency is granting the servicing agency authority to obligate requesting agency funds. The IAA must explicitly authorize the servicing agency to obligate funds requesting agency funds and provide for appropriate recordation.

e) Costs

i) Costs consist of direct costs (expenditures incurred by the servicing agency which are specifically identifiable and attributable to performing the service)

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and indirect and/or overhead costs. Overhead or other indirect costs may be charged in the form of a fee by the servicing agency.

- ii) If an IAA is based on estimated costs, when final costs are known, and the costs are less than the amount of the agreement, the agreement must be promptly adjusted downward and the remainder de-obligated in the financial system of the requesting agency.
 - iii) Where costs are more than the amount of the agreement, the agreement must be adjusted upward and the obligation increased in the financial system of the requesting agency (if sufficient funds are not available, performance must be curtailed). This should be accomplished prior to the end of the period of availability of the appropriation financing the agreement.
- f) Economy Act IAAs
FAR 17.502 differentiates between services performed in-house or by awarding a contract. If the servicing agency uses its own resources and personnel to perform, work must cease and unused funds must be de-obligated at the end of the period of availability of the funds (usually, at the end of the fiscal year). On the other hand, if the servicing agency awards an otherwise proper contract or task order by the end of the period of the availability of the funds, those funds are considered obligated and performance may continue. The de-obligation requirement of 31 U.S.C. Section 1535(d) does not apply where the appropriation originally obligated is a no-year appropriation.
- g) Payments
- i) Funds are most commonly collected from the requesting agency using the IPAC system. This allows the servicing agency to withdraw funds from the requesting agency using a unique Agency Location Code. The requesting agency's IAA number, accounting codes, related line items, and a detailed explanation of the expenses incurred should be cited on the agreement and the IPAC collection.
 - ii) The IPAC collection is reviewed and approved by the COR/POC. This action verifies that the goods or services were received and accepted by the requesting agency. Adjustments or rejections of IPAC collections should be completed within 90 days.
 - iii) Regular invoices may be created and routed in accordance with instructions in the IAA. Payment may be made through IPAC.
 - iv) Payments (costs) should be expensed against the obligation on the requesting agency's financial records.
 - v) Payments are not made until after the IAA is signed by both parties.

10) IAA Documentation requirements

- a) Economy Act agreements for Assisted Acquisition
Documentation requirements for an assisted acquisition under the Economy Act should include a

- i) requisition (funding document)
- ii) IAA request form or other bureau-required documentation containing the information necessary for the creation of the agreement, with signatures indicating program office approval, and including a financial office funds certification, and
- iii) draft Determination and Findings (D&F).

Requests should be accompanied by a copy of the acquisition package to be submitted to the servicing agency, including a(n)

- iv) Acquisition plan
- v) Statement of work or other description of the requirement
- vi) Period of performance, including any options years
- vii) Market research identifying potential suppliers or service providers
- viii) Independent cost estimate (including any option years)

Oversight of contractor performance will generally be the responsibility of the program office through a delegation of authority to act as Contracting Officer Representative (COR). The COR is responsible for maintaining documentation for any required deliverables, technical reports, cost/expense reports, and notices of acceptance or rejection.

- b) Economy Act agreements for other than assisted acquisitions
Documentation requirements for IAAs entered into pursuant to the Economy Act for other than assisted acquisition, specifically interagency reimbursable work performed by federal employees (other than acquisition assistance) or interagency activities where contracting is incidental to the purpose of the transaction, include:

- i) Documentation certifying that funding is available;
- ii) The agency or unit to fill the order is able to provide or get by contract the ordered goods or service; and
- iii) A determination by the head of the ordering agency or unit that ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise and that the order is in the best interest of the United States Government.

- c) Non-Economy Act agreements
Documentation requirements for IAAs entered into pursuant to an authority other than the Economy Act should adhere to the statutory and regulatory requirements

particular to the authority.

11) Reviews and Approvals

Signature levels for all of the approvals should be at the lowest levels possible in the organization, commensurate with complexity, importance, policy sensitivity, dollar value, or other statutory requirement.

- a) The Economy Act as codified in FAR 17.503 requires that a requesting agency CO execute a D&F for Economy Act IAAs for acquisition assistance. DTAP 1017.503(c) requires Senior Procurement Executive (SPE) approval of D&Fs where the servicing agency is not subject to the FAR. A D&F is not required for reimbursable work performed by federal employees (other than acquisition assistance) or interagency activities where contracting is incidental to the purpose of the transaction. However, for non-assisted acquisition Economy Act IAAs, the head of the ordering agency or unit decides that the order is in the best interest of the United States Government and that ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- b) **Legal Review**
Legal review is required for all Treasury IAAs in excess of \$10 million. Consult bureau policies for local guidance on legal review. The responsible official should request legal advice with respect to any IAA whenever there is a question as to compliance with applicable laws and regulations.
- c) **Senior Procurement Executive (SPE) Review**
In accordance with DTAP 1017.502-2(c), the SPE must approve D&F for Acquisition Assistance where the servicing agency is not subject to the FAR or is outside of the Department of Treasury.

12) Roles and Responsibilities

- a) Contracting Officer Representative (COR) or requesting office Point of Contact (POC)
 - i) Consult the Bureau Procurement Office and Chief Financial Officer for Bureau policies and procedures, requirements, sample forms, etc.
 - ii) Prepare the IAA's General Terms and Conditions (GT&C) identifying the agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type. Each IAA must include one GT&C.
 - iii) Prepare a Performance Work Statement (if required)

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- iv) Draft the Determination and Findings (D&F) for Economy Act IAAs for Acquisition Assistance, addressing option periods if included; see Appendix A for a sample D&F. FAR 17.503 requires that a Requesting Agency Contracting Officer execute a D&F for Economy Act IAAs requiring acquisition assistance from another agency.
 - v) Prepare the requisition and/or IAA form in accordance with Bureau procedures
 - vi) Submit all documents to the Bureau procurement office or other official authorized to obligate the Treasury
 - vii) Maintain COR certification, if required. COR certification is required if the IAA involves monitoring of contractor performance, receipt, and acceptance of contractor furnished goods or services.
 - viii) Monitor performance of servicing agency and/or contractor
 - ix) Monitor reimbursements and funding
 - x) Report performance/compliance issues and disputes over IAA terms and conditions to the CO or other program official authorized to obligate funding on the agreement
 - xi) Accomplish receipt and acceptance in accordance with Bureau procedures
 - xii) Review and approve invoices and/or IPAC transactions
 - xiii) Close-out the IAA in coordination with the CO or responsible program official
 - xiv) Notify the CO or authorized Program Officer and financial points of contact upon physical completion of the IAA
 - xv) Ensure IAA is extended via modification if performance is required beyond agreed performance period
 - xvi) Ensure that all invoices have been paid or that all IPAC transactions have been fully documented and reconciled prior to close-out
- b) Program Officer/Contracting Officer
For purposes of this section, a Program Officer is an individual with delegated authority to obligate funds on interagency agreements on behalf of the Bureau.
- i) Prepare an acquisition plan and required procurement documents for IAAs for assisted acquisition.

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- ii) Ensure the IAA adheres to legal and policy requirements.
 - iii) Provide required IAA forms, requirements, and guidance to the Program Office
 - iv) Perform cost/price analysis for the IAA
 - v) Determine price reasonableness of the IAA
 - vi) Contracting Officers complete and sign the D&F for Economy Act IAAs for Acquisition Assistance (as required - see Appendix A). Program Officers document the required bureau head determination for other than Acquisition Assistance
 - vii) Obtain any required review(s) and approval(s)
 - viii) Obligate funding and award IAA
 - ix) Identify a POC, or delegate a COR (if required) by issuing a delegation memo referencing the IAA number, as appropriate
 - x) Monitor performance of servicing agency and/or contractor
 - xi) Monitor performance of COR (if applicable)
 - xii) De-obligate un-liquidated funding balances, when necessary
 - xiii) Resolve performance/compliance issues and disputes
 - xiv) Negotiate and sign modifications to the IAA
 - xv) Perform required close-out functions upon notification by the COR/POC that the IAA has been satisfactorily completed and final payment has been made.
- c) Finance Office/Accounting Operations
- i) Commit and certify funds for obligation and availability for payment
 - ii) If an advance payment was made, post expenses in the financial system to draw down the advance
 - iii) Forward receipts of collections to the COR/POC for review and approval

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- iv) Notify the POC/COR and Program Officer/CO when there is a problem, e.g., mismatched accounting codes, an invoice or IPAC transaction prior to obligation of the IAA, etc.
- v) Monitor and take appropriate actions for IPAC transactions.

13) Statutory Authorities

The following are the most frequently used authorities cited by Treasury Bureaus, however the list is not all inclusive.

- a) Economy Act, 31 U.S.C. §§ 1535 - 1536
- b) Government Employees Training Act, 5 U.S.C. § 4104
- c) Office of Personnel Management Revolving Fund, 5 U.S.C. § 1304(e)(1)
- d) Executive Order 11348, "Providing For the Further Training of Government Employees," signed 4/20/1967 (32 FR 6335, 4/22/67)
- e) Intergovernmental Personnel Act, 5 U.S.C. § 3371 et seq.
- f) Treasury Franchise Fund 31 U.S.C. § 322 note
- g) Debt Collection Act, 5 U.S.C. § 5514(a)(2)
- h) District of Columbia, 31 U.S.C. § 1537 (approval by OMB and DC Mayor)
- i) National Academy of Sciences, 36 U.S.C. § 150303
- j) Inspection of Personal Property, 40 U.S.C. § 504
- k) Foreign Assistance Act, 22 U.S.C. § 2151 et seq.

14) List of Appendices

- a) Determination and Findings
- b) Government-wide Agreement form
- c) Treasury Intra-departmental Purchase Request

Note: These appendices are for illustrative purposes only and subject to change or update. Check with the source documentation referenced in this guide for the most recent versions of these forms.

Appendix A: Determination and Findings

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), the requesting agency, [insert the Treasury funding Bureau name], intends to enter into an interagency agreement for acquisition assistance with the servicing agency, [insert the servicing agency or Bureau name].

FINDINGS

A. The requesting agency has a need for the servicing agency to provide [describe the products or services]. The total cost of the agreement is estimated to be [enter the dollar value]. If this is a multi-year agreement, the estimated dollar amount should be shown for each fiscal year, along with the aggregate/total.

B. The [describe the supplies and/or services] cannot be obtained as conveniently or economically by contracting directly with a private source.

C. Nothing in this requirement conflicts with the authority of the servicing agency.

D. Include one of the following choices, as applicable:

1. The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services.
2. The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency.
3. The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

E. [State the justification/rationale that it is in the best interest of the Government to issue an agreement]

DETERMINATION

Based on the above findings, I hereby determine that it is in the best interest of the Government to enter into an Interagency Agreement with the servicing agency.

Name of Contracting Officer:

Signature:

Date:

Approval by the Senior Procurement Executive if the servicing agency is not subject to the Federal Acquisition Regulation or outside of the Department of the Treasury:

Name:

Signature:

Date:

Appendix B: Government Wide Agreement Form

RESET FORM

**United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section**

IAA Number _____ - 0000 - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	
	Address	
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input type="checkbox"/>		
4. GT&C Action (Check action being taken)		
<input type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date _____ End Date _____ of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input type="checkbox"/>		
7. Agreement Type (Check One) <input type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

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Appendix B: Government Wide Agreement Form

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ -0000- _____
 GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.) (Optional for Assisted Acquisitions)	
Direct Cost _____ Overhead Fees & Charges _____ Total Estimated Amount _____ \$0.00	Provide a general explanation of the Overhead Fees & Charges
10. STATUTORY AUTHORITY	
a. Requesting Agency's Authority (Check One)	
Franchise Fund <input type="checkbox"/> Revolving Fund <input type="checkbox"/> Working Capital Fund <input type="checkbox"/> Economy Act (31 U.S.C. 1535/FAR 17.5) <input type="checkbox"/> Other Authority <input type="checkbox"/>	
Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority	
b. Servicing Agency's Authority (Check One)	
Franchise Fund <input type="checkbox"/> Revolving Fund <input type="checkbox"/> Working Capital Fund <input type="checkbox"/> Economy Act (31 U.S.C. 1535/FAR 17.5) <input type="checkbox"/> Other Authority <input type="checkbox"/>	
Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority	
11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)	
12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)	

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Appendix B: Government Wide Agreement Form

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - _____
 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.) 		
21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.) 		
22. Annual Review of IAA By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).		
<p style="text-align: center;">AGENCY OFFICIAL</p> The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement. The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates. Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.		
23.	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number(s)		
Fax Number		
Email Address		
SIGNATURE		
Approval Date		

Appendix C: Treasury Intra-departmental Purchase Request



Treasury Intra-departmental Purchase Request (TIPR)
For purchase of goods and/or services by one Treasury Bureau on behalf of another Treasury Bureau

Form rev. 02/07/2013

Section I: Administrative Information

1. Date of Request	<input type="text"/>
2. Servicing (Contracting) Bureau	<input type="text"/>
3. Requesting (Funding) Bureau	<input type="text"/>
4. Type of Request	<input type="text"/>
5. Project Title	<input type="text"/>
6. TIPR Number	<input type="text"/>
7. Requestor Information	
7a. Name	<input type="text"/>
7b. Email	<input type="text"/>
7c. Phone	<input type="text"/>

Section II: Requisition Information

8. Description of requirement

9. Date requested/needed:	<input type="text"/>	13. Contracting Officer Representative (COR) Information
10. Performance end date	<input type="text"/>	13a. Name
11. Payment Office	<input type="text"/>	13b. Certification
12. Ship to Address	<input type="text"/>	13c. Email
		13d. Phone

Section III: Funding information

14. Business Object Class	<input type="text"/>	19. BETC	<input type="text"/>
15. Fiscal Year	<input type="text"/>	20. ALC	<input type="text"/>
16. Product or Service Code	<input type="text"/>	21. BPN/DUNS	<input type="text"/>
17. Reporting Category	<input type="text"/>	22. TAS	<input type="text"/>
18. Amount	<input type="text"/>	23. Other Fund information	<input type="text"/>
24. Method of payment	<input type="text"/>		

Section IV: Certifications and approvals

I certify that this is a bona fide need of the program office for the fiscal year in which good and/or services are requested:

25a. Requestor 25b. Date

I approve this request to purchase the goods and/or services identified above from the designated Contracting Bureau:

26a. Bureau Chief Procurement Officer 26b. Date

I hereby certify that the funds identified herein are available for obligation:

27a. Bureau Chief Financial Officer (or delegate) 27b. Date

DEPARTMENT OF THE TREASURY INTERAGENCY AGREEMENT GUIDE

Instructions for completion of the Treasury Intra-departmental Purchase Request (TIPR) Form

Section I. Administrative Information

- Box 1 Enter the date of the Purchase request
- Box 2 Select the Bureau awarding/administering the contract for which the purchase is requested
- Box 3 Select the Bureau requesting the purchase
- Box 4 Select whether this is a new request or an amendment to an existing request
- Box 5 Enter a short title for the acquisition, project or contract
- Box 6 Enter the TIPR number in the following format: YYYY-FB-CB-Number-Amd, where:
YYYY = Fiscal Year of funding
FB = acronym of requesting bureau
CB = acronym of Contracting Bureau
Number = sequential three digit number
Amd = sequential two-digit number representing amendments to TIPR
- Box 7 Enter the name of the individual requesting the purchase

Section II. Requisition Information

- Box 8 Enter the description of the required goods or services, including item numbers, quantities, and prices
- Box 9 Enter the date that contract award is requested or required by
- Box 10 Enter the date of final delivery or performance under the contract
- Box 11 Enter the name and address of the payment office
- Box 12 Enter the address to which goods are to be delivered or performance rendered
- Box 13 Enter the name, certification level, email address, and phone number of the Contracting Officer representative or nominee

Section III. Funding Information

- Box 14 Enter the Object Object Classification of the purchase
- Box 15 Enter the fiscal year of the funding
- Box 16 Enter the Product or Service Code for the purchase
- Box 17 Enter the Reporting Category of the funding
- Box 18 Enter the amount of funds committed by this Purchase Request
- Box 19 Enter the Business Event Type Code (BETC)
- Box 20 Enter the requesting Bureau customer's Agency Location Code (ALC)
- Box 21 Enter the requesting bureau's Business Partner Network (BPN) / data Universal Numbering System (DUNS) number
- Box 22 Enter the requesting bureau's Treasury account Symbol (TAS)
- Box 23 Enter any additional funding information required to execute the transaction
- Box 24 Select the Method by which the servicing Bureau will be funded: advance of obligation, as reimbursement for services rendered, or by direct cite

Section IV. Certifications and approvals

- Box 20 Signature and date of the requestor
- Box 21 Signature and date of the Bureau Chief Procurement Officer
- Box 22 Signature and Date of the Funding Bureau Chief Financial Officer (or delegate)