



FEDLINK Fiscal Operations
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Information Alert 2002-4

July 17, 2002

TO: FEDLINK Members
FEDLINK Vendors

FROM: Joseph Banks, FEDLINK Business Manager

SUBJECT: FY2002 End-of-Year Schedule

1. End-of-Year Schedule

FEDLINK is pleased to announce that it will accept authorized **transfer pay orders** from member agencies up until 4:30 p.m. (ET) on September 27, 2002 and may issue the contracts to fill those orders after October 1, 2002. Now members can take full advantage of any unanticipated surpluses and maximize their agency's information investment.

Although FEDLINK can accept signed interagency agreements (IAGs) for **direct pay fees** until September 27, 2002, members must meet their agency's FY2002 deadlines for orders or order modifications if the agency uses annual funds.

This later deadline is one of the major benefits of the FEDLINK Revolving Fund. Instead of having to fulfill a member's order either by providing services or by issuing delivery orders to vendors prior to the end of the fiscal year, before their funds expire, FEDLINK is permitted to accept orders up to the last day of the fiscal year and generate delivery orders well into October.

FEDLINK is also authorized to accept signed IAGs 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.

All forms should be sent to FEDLINK Fiscal Operations as indicated in the following sections. For assistance, please call the FEDLINK Hotline at (202) 707-4900.

2. Bona Fide Need

To make an end-of-year purchase, member agencies with annual funds and a bona fide need for this year may place an order with the revolving fund while those annual funds are available. The revolving fund lifts the requirement that FEDLINK fulfill the customer's order during this fiscal year or contract to fill that order during this fiscal year.

The General Accounting Office's *Principles of Federal Law* distinguishes between the limits on a customer agency order and revolving fund fulfillment of the order:

"When entering into a transaction with a revolving fund, the customer agency must apply the various time rules to its own appropriation. Thus, the freedom from time limitations most evident in the case of a public enterprise revolving fund is, in an intragovernmental fund, necessarily circumscribed by the nature and status of the supporting (customer) appropriations. Specifically, the customer agency must obligate its appropriation within its specified period of availability and for a bona fide need attributable to that period. With respect to performance, the revolving fund is in the same position as any other contractor unless the transaction is governed by a deobligation requirement like that found in the Economy Act." (Volume IV, March 2002, pp. 15-160-161)

3. Increasing Funds—Augmenting Existing Accounts or Adding New Services

Members may increase the funding in established accounts or begin new services by creating a new IAG, adding funds to a current IAG, or moving money between accounts. Funds can also be used to cover deficits, rejected invoices, or invoices that the vendor has not yet submitted. The deadline to submit a request for these transactions is September 23, 2002.

Member agencies that wish to add new funds to an IAG in transfer pay mode, rather than moving existing funds, will need to return a signed IAG amendment and provide a funds certification for the new amount by September 27. For direct pay increases, where additional fees may be necessary, the agency will need to return a signed IAG amendment and provide a funds certification for the direct pay fee by September 27, 2002. 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 it to your IAG amendment.

Procurement Thresholds

If the funding increase causes an existing account or new service account to go over \$25,000, order requirements must be synopsisized with www.fedbizopps.gov, the new online portal for Federal government procurement opportunities over \$25,000. For procurements over the \$100,000 simplified acquisition threshold, FEDLINK may assist transfer pay members in a formal competition.

Members who anticipate a \$100,000 action or any other action that will require extensive coordination or a formal competition, such as a new serials account, should contact a FEDLINK contracting officer right away. If a direct pay action will cross the procurement thresholds, members need to give their agency's contracting officer enough time to synopsisize any requirements and/or conduct competitions. For details, call FEDLINK Contract Services at (202) 707-0461.

Forms and Supporting Documentation

Use the Transfer Pay Account Adjustment form (available in your Member Handbook or from the Hotline) for all transactions that increase or decrease the funding in your services. Staff members are also creating an online version of this and other account management forms. FEDLINK will announce the availability of these forms by listserv and on the FLICC/FEDLINK Web site (<http://www.loc.gov/flicc/>) as soon as they are in place.

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 synopsis for new services over \$25,000; and selection documentation for direct pay actions over \$100,000.

4. 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 for. 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 must be submitted by September 27.

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 Fiscal Year 2002 funds to FEDLINK to cover deficits at some time in the future. For example, a member might move funds into a serials account to cover supplementals or bill-laters, or into a database account to cover online subscription charges.

Members must request a refund by July 31, 2002. This deadline provides FEDLINK sufficient time to process the request so that members receive their refunds before year end. Please contact the FEDLINK OCLC team at askocfno@loc.gov or (202) 707-4846 by August 31 if you are canceling OCLC services at the end of FY2002.

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, 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. 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 LC. 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. This is the exact amount LC will refund to your agency. With a receivable on the books, your agency may obligate the funds, even though LC has not yet transferred the cash back into your agency’s account.

Forms and Supporting Documentation

Use the Transfer Pay Account Adjustment form for all transactions that decrease the funding in your services.

5. Assistance

If you would like to review your accounts with Fiscal staff to help plan your end-of-year actions, log onto the FEDLINK electronic fiscal reporting system, ALIX-FS, at <http://lcweb.loc.gov/flicc/fedlacct.html> and then call the Fiscal Hotline to set up a meeting or schedule a conference call. For questions about end-of-year transactions, please contact the FEDLINK Fiscal Hotline at: (202) 707-4900; fax: (202) 707-4999; email: fliccffe@loc.gov.

End-of-Year Schedule for FY2002 Accounts

FEDLINK Fiscal Operations (FFO) must receive requests for adding or canceling services, or for adding or transferring funds, by the deadlines noted below to complete necessary IAG activity by the end of FY2002. Requests received after these dates ***cannot be processed*** this fiscal year.

REFUND

Requests for refunds must be received in FFO (to ensure receipt in your agency before September 30, 2002)

July 31

TERMINATION

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

August 31

ADD NEW SERVICE REQUEST

Requests to add a new service account must be received in FFO

September 23

ADD NEW FUNDS REQUEST

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

September 23

RETURN OF SIGNED IAG

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

September 27

MOVE FUNDS

Requests to move funds to another vendor must be signed and received in FFO

September 27

For serials competitions or funding increases over \$100,000, please allow enough time for extensive coordination or a formal competition.

Watch for an upcoming enhancement of online registration to include electronic requests for amendments, possibly by early August. For more information on your account or on the FY2002 End-of-Year Schedule, please contact the FEDLINK Fiscal Hotline at (202) 707-4900.