

FEDLINK Information Alert 2016

Deadlines for Fiscal Year 2016 Electronic Resources/Databases

July 29, 2016

Closeout and Refunds

Close out completed FY2016 orders, deobligate remaining balances, and refund amounts to your agency before July 29th.

August 12, 2016

Cancel and Refund

Cancel an IAA before it is fulfilled or delivery orders before they are issued and refund amounts to your agency before September 30.

Moving Funds

When moving funds out of an account, ensure that sufficient funds to cover outstanding usage. Allow **5 (five) business days** for funds to transfer.

New and Existing Services

For new and existing services of more than \$150,000:

August 19, 2016

For new and existing services of less than \$150,000:

September 9, 2016

New Service (New Contract/Competed Services)

To establish a new contract, please contact FEDLINK immediately at fliccfno@loc.gov. Do not wait until the deadline for providing signed IAAs. FEDLINK staff will assist you in preparing the documentation that's necessary to compete your requirement, select a vendor, and issue your delivery order.

FY2016 Bona Fide Needs

By signing your IAA (whether to move funds or to transfer new funds), your agency certifies that the orders FEDLINK will place with your FY 2016 funds will meet a bona fide need your agency has in FY2016. Generally, current year funds may be used to order services that will not start until the following year only if the lead time between contracting and delivery is necessary. For electronic serials or databases ordered directly from the online provider, FEDLINK will accept FY2016 funds for service that starts in late FY2016 or in the first month of FY2017. See, B-309,530 (Sep. 17, 2007).

For help establishing or amending your IAA, please call the FEDLINK Hotline at (202) 707-4900. Manage your account online at www.loc.gov/flicc/onlinedoc/online_index.html.

