

FEDLINK BULLETIN

NEWS FROM THE FEDERAL LIBRARY INFORMATION NETWORK

BULLETIN FY2018 - 05

NOVEMBER 30, 2017

Understanding FEDLINK's Direct Express Option for Information Retrieval

With Direct Express, the member agency's contracting official may simply cite the FEDLINK contract number on their agency purchase order and send it directly to the vendor. Direct Express customers are responsible for initiating the purchase including the creation of a sole source justification at the order level (when required), managing delivery of the products and services, and paying invoices.

When citing FEDLINK contracts, members and their agencies are also responsible for executing all contract actions in accordance with the FAR or other applicable regulations.

When a vendor receives a purchase order from a Direct Express FEDLINK member, it sets up the customer's account and promptly issues passwords and/or authorization numbers. The vendor will then invoice the FEDLINK customer directly against their agency's purchase order. The vendor then pays the FEDLINK Direct Express administrative fee of 0.75% of total quarterly Direct Express sales. The fee is included in the contract award price(s) and reflected in the total amount charged to ordering activities.

The customer's agency finance office will pay the invoice (and any interest penalties) and report the disbursements to the customer. (FEDLINK does not issue account statement for Direct Express purchases.)

For more information, see FEDLINK's Information Bulletin 2018-01 or contact Georgette Harris by phone at (202) 707-4850 or email to gharris@loc.gov.

Digital Archiving Services on Hold in FY18

As announced in FEDLINK Bulletin (2018-4), there will be no new FEDLINK contracts executed for preservation, digitization, or technical services in FY2018. This includes digital archiving services performed by Internet Archive, popularly known as FedScan. Projects started in FY2017 or before will continue through their periods of performance, but no new projects will be initiated. For more information, please contact Anne Harrison on (202) 707-4834 or anha@loc.gov.

Contract Management Timelines

FEDLINK requires a lead time of 60 days for orders under \$150,000 and 90 days for orders over \$150,000. If your requirements must be competed among FEDLINK vendors, such as with a new serials order or new books contracts, FEDLINK requires 90 days of lead time regardless of the dollar value of the acquisition. FEDLINK is committed to fulfilling your orders within the procurement lead times listed above, but also relies on members in the contract management process. Please review the start dates for your requirements and proactively manage your procurements to work with FEDLINK to avoid unauthorized commitments or service disruption. For more information, contact Melissa Blaschke by phone at (202) 707-2457 or email to mebl@loc.gov.

**Need immediate assistance?
Contact the Fiscal Hotlines!**

**Members
(202)-707-4900**

**Vendors
(202)-707-4961
101 Independence
Avenue, S.E.
Washington
DC 20540-4935**

**Phone
(202) 707-4800**

**FAX
(202) 707-4818**



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Featured FEDLINK Member Question: How do we change the ordering officer or alternate ordering officer for our books contracts?

When your customer-specific IDIQ book orders were issued, a Delegation of Procurement Authority designated staff from your agency as Ordering Officers authorized to place firm orders against your customer-specific IDIQ book orders. To change the current Ordering Officer for your customer-specific IDIQ book orders, your agency's FEDLINK Interagency Agreement (IAA) point of contact should send an email to FEDLINKbooks@loc.gov. For more information, contact Lidia Rajeff by phone at (202) 707-4942 or email to lraj@loc.gov.

