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FEDLINK



FEDLINK Information Alert 2014

Planning for Final Fiscal Year 2014 Transactions

FEDLINK will accept authorized transfer pay orders and signed interagency agreements (IAAs) for direct pay fees from member agencies up until 4:30 p.m. (ET) on September 19, 2014. FEDLINK is authorized to accept signed IAAs and amendments by fax, pending receipt of originals via courier service or mail.

FEDLINK makes every effort to provide assisted acquisitions as late in the fiscal year as practical while still meeting requirements for all necessary notifications, review, and competition. Please review the deadlines for each of the possible steps in establishing or modifying your interagency agreement and contact us if you need assistance meeting those deadlines.

End-of-Year Schedule

Refunds

Thursday, July 31

(To ensure receipt of funds in your agency before September 30, 2014, FEDLINK must receive all refund requests by 4:30 p.m.)

Terminations

Friday, August 22

(To terminate service before the delivery order expires, FEDLINK must receive all termination requests by 4:30 p.m.)

Add New Service Request

Tuesday, September 2

(To add a new service, FEDLINK must receive all new service requests by 4:30 p.m.)

Move Funds

Friday, September 5

(To move funds to another vendor, FEDLINK must receive all move funds requests by 4:30 p.m.)

Add New Funds

Tuesday, September 9

(To add new funds to an existing account, FEDLINK must receive all add new funds requests by 4:30 p.m.)

Return of Signed IAA

Friday, September 19

**ALL SIGNED IAAS MUST BE RECEIVED BY FEDLINK.
(no exceptions)**



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Planning for FY2015

Online registration to create FY2015 interagency agreement forms will be made available in early September.

Please allow time to process your new agreement for signature within your agency and return it to FEDLINK with sufficient time for FEDLINK to obligate the funds with the vendor before subscriptions are due for renewal. Email us at fliccfno@loc.gov if you need assistance shifting subscription periods now to avoid becoming anti-deficient in the new fiscal year.

Bona Fide Need: Current fiscal year annual funds cannot be transferred to FEDLINK unless a bona fide need exists for a product or service with a clearly defined period of performance that conforms to federal law and GAO decisions. See GAO Principles of Federal Law, Volume IV, March 2002, pp.15-160-161. Database subscription periods must conform to GAO's Decision B-309530 (September 17, 2007). It found that subscriptions starting October 1 of the next fiscal year, for which there is a bona fide need in the current fiscal year, may be renewed with current fiscal year funds, but that a bona fide need could not be held to exist in the current fiscal year for a database subscription beginning October 31.

Procurement Thresholds: To allow the necessary time to synopsise and compete orders placed under Basic Ordering Agreements, you must provide FEDLINK with timely required information if you intend to add a new service above \$25,000 in any of the following categories: Books, Digitization/Reformatting of Materials, Foreign Language Courseware, Preservation/Conservation of Materials, Serials Subscription Services. If your account will exceed \$150,000, please contact us immediately. Email fliccfno@loc.gov with a brief description of the service(s) required and include your FEDLINK ID and a phone number where you can be reached.

It is also important to ensure that no orders are placed against funds after you request they be moved from an account. FEDLINK notifies vendors and allows them three business days to deny a move funds request. Make sure all staff know not to place new orders and/or to stop logging into a system for which funds will no longer be authorized.

Online forms for modifying your agreement are available at: http://www.loc.gov/flicc/onlinedoc/online_index.html. See the list in the far right column of the web site for links where you may Add New Services or Funds, Request a Refund or Terminate a Service, Move Funds between Services, Update Address or Contacts, complete a Problem Report, or Get my [amended] IAA.

For assistance establishing or making modifications to your interagency agreement via the online FEDLINK system, please call the FEDLINK Hotline at (202) 707-4900.