

## FEDLINK Information Alert 2016

### Deadlines for Fiscal Year 2016 Bibliographic Utility

**July 29, 2016**

#### **Closeout and Refunds**

Close out completed FY2016 orders, deobligate remaining balances, and refund amounts to your agency before September 30th.

**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 30th.

#### **Moving Funds**

Moving funds from one service to another partially terminates one delivery order (to reduce funds) and modifies another. When moving funds out of an account, ensure that sufficient funds to cover outstanding usage. Allow 5 (five) business days for funds to transfer. Do not order additional items or log into a system and incur additional costs.

#### **New or Additional Services**

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

**Monday, August 29, 2016**

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

**Friday, September 9, 2016**

#### **New Service (New Contract/Competed Services)**

To establish a new contract, please contact FEDLINK immediately at [fliccfno@loc.gov](mailto: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.

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](http://www.loc.gov/flicc/onlinedoc/online_index.html).

