

FEDLINK Information Alert 2016

Deadlines for Fiscal Year 2016 Preservation and Digitization Services

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 August 12th.

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 - (Contact COR NOW for planning!)

For new and existing services of more than \$25,000

August 19, 2016

For new services of less than \$25,000

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.

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.

