



REGISTRATION/ADD FUNDS

Complete this form to **request an interagency agreement (IAA)** or **add funds to create a new transfer pay account** with FEDLINK for assisted acquisitions of commercial information services (books, electronic resources, serials), library support services (e.g., preservation and digitization), and related accounting and support services.

For the Fiscal Year beginning **October 1,** and ending on **September 30,**

(This form may be used for one-year or multiple-year IAAs.)

Today's Date: **Action** (Choose One): **New IAA** **Add Funds to IAA**

A: AGENCY INFORMATION

Agency Name:

Agency Location Code (ALC):

Group/Office:

Payment Method: **IPAC**

Non-IPAC
(ACH or pay.gov)

FEDLINK ID:

Fund Type:

Multi-year Funds Expire:

B: IAA OFFICIAL CONTACT

Identify the individual responsible for official FEDLINK correspondence including: Interagency Agreements, Orders, Transfer Pay Account Statements, and Invoices. (Required)

Name:

Last Name:

Title:

Branch:

Address:

City:

State:

Zip:

Phone:

Email:

C: AGENCY FINANCIAL REPRESENTATIVE

Identify the contact for financial inquiries. (Required)

Name:

Last Name:

Title:

Branch:

Office:

Address:

City:

State:

Zip:

Phone:

Email:

D: AGENCY AFFILIATION AND MEMBER TYPE (Required for New IAAs Only)

Select the Agency Affiliation Code below and indicate the type of agreement and the type of organization.

Agency Identifier Codes (Treasury Codes):

<input type="checkbox"/>	IAA
<input type="checkbox"/>	Library
<input type="checkbox"/>	Information Center
<input type="checkbox"/>	Other Type of Federal Office
<input type="checkbox"/>	Mini-Network/Headquarters
<input type="checkbox"/>	Other (Indicate agreement type)
<input type="checkbox"/>	Please Specify:

Department:

E: TRANSFER PAY SERVICES

(For a list of current vendor and service descriptions, visit <https://www.loc.gov/flicc/contracts/vendorservicedirectory.html>.) Enter FEDLINK vendor(s) below and indicate if funding a new IAA or adding funds to a current IAA. Enter dollar amount for each vendor.

Do not include FEDLINK fees in the dollar amount.

Service Name	Action	Service Dollars
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Total Service Dollars

(Does NOT include FEDLINK Fees)

F. COMPLETING REGISTRATION or ADDING FUNDS REQUEST

FEDLINK may require **additional support documentation** such as Independent Government Cost Estimates (IGCEs), title lists, etc. to complete your registration or add funds. For more information on required documentation for products and services, visit FEDLINK's Contracting/Vendor Products & Services website at http://www.loc.gov/flicc/contracts/index_contracts.html.

Once FEDLINK approves your requirements and estimates, FEDLINK will provide your IAA for review within three (3) business days.

My agency uses G-Invoicing for FEDLINK IAA/Orders. (FEDLINK will initiate the General Terms and Conditions (GT&C) 7600A and Order 7600B based on requirements identified above.)

My agency is not using G-Invoicing. (FEDLINK will send an IAA for your review and signature.)
If not, explain why:

G. SIGNATURE

By signing and submitting this form to FEDLINK, I am requesting an IAA between my agency and the Library of Congress/FEDLINK or adding funds to an existing IAA. I understand and accept the policies and procedures for using FEDLINK and authorize FEDLINK to create (or add funds) to fund my transfer pay service accounts to begin or continue services where specified.

This registration form does not obligate funds to FEDLINK or to any vendor.

First Name:

Last Name:

Title:

Branch:

Agency:

Email:

Phone:

**Electronic
or Written Signature:**

When completed and signed, email this form to fliccfo@loc.gov.

Procurement Action Lead Time

The FEDLINK procurement action lead time (PALT) is the estimated number of calendar days to award a contract, order, or modification. The lead time starts when FEDLINK has the full funding and the final requirements.

Lead Time in Days	Type of Contract Action
120 days	<ul style="list-style-type: none">Stand-alone negotiated contract* (\$250,000 or more)New order under existing contract: serials (\$250,000 or more)
90 days	<ul style="list-style-type: none">Stand-alone negotiated contract* (less than \$250,000)New order under existing contract: books,** electronic resources, library support services, preservation (\$250,000 or more)New order under existing contract: serials (less than \$250,000)Negotiated modification to existing contract or order (\$250,000 or more)
60 days	<ul style="list-style-type: none">New order under existing contract: books,** library support services, preservation (less than \$250,000)Negotiated modification to existing contract or order (less than \$250,000)
45 days	<ul style="list-style-type: none">New order under existing contract: electronic resources (less than \$250,000)New order under existing contract: serials micropurchases (annual order of \$10,000 or less)
30 days	<ul style="list-style-type: none">Non-negotiated modification (i.e., exercising an existing option with no changes)

* Stand-alone contracts require approval from the FEDLINK Executive Director.

**Lead time does not apply to delegated ordering authority under Books Lot 1 customer specific indefinite delivery, indefinite quantity (IDIQ) orders.