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FEDLINK Bulletin 2017-3 ~ August 7, 2017

FEDLINK Serials in FY18 Available through Transfer Pay Only

As part of continuous business process improvements, purchasing serials in FY18 is now simplified! Members will purchase serials only through FEDLINK's transfer pay mode. Transfer Pay is FEDLINK's full service option that includes technical assistance, centralized procurement services, and accounting services. With Transfer Pay, FEDLINK competes your agency's individual serials requirements (within the framework of the established vendor agreements), resolves issues with vendors, monitors and maintains your account balances, and processes all vendor invoices. If you previously used Direct Pay for your serials, or need assistance with your serials orders, send an email to fedlinkserials@loc.gov.

Spend Your FY17 Book Contract Funds by September 30

For firm book orders, FEDLINK awards customer specific indefinite delivery/indefinite quantity (IDIQ) orders which require a minimum payment of \$25. For each customer specific IDIQ order awarded for your agency, FEDLINK applied \$25.00 from your books holding account to each vendor account for FY17. If you have not placed an order with one or more of your awarded book vendors, be sure to place an order that exceeds the \$25 minimum with those vendors before FY17 funds expire at 11:59 p.m. on September 30. (Need to add funds? The deadline is September 20, 2017.)

Get Ready to Order Books in FY2018

Looking ahead to FY18? If you already have a FEDLINK Book customer-specific IDIQ order, with just a couple of steps you can be ready to order books with FY18 funds by October 15! Create an FY18 Interagency Agreement (IAA) with FEDLINK and transfer your book funds to our pre-award book account (BZ). As an FEDLINK ordering official, place the order with the vendor, move the matching amount from your BZ funds to your selected vendor account. Need a FEDLINK Book IDIQ? Visit our [website](#) to start your book completion today!

FEDLINK is pleased to announce that it has completed 1359 contract actions between May 30, 2017 and August 4, 2017.

Understanding Unauthorized Commitments

"Unauthorized commitment," a term defined in the Federal Acquisition Regulation (FAR), is an agreement that is not binding because a government representative, who lacks the authority to enter into that agreement, acted on behalf of the Government. What does this mean for FEDLINK members and vendors? If a member receives vendor services after its FEDLINK delivery order expires or purchases products that are not included in the FEDLINK delivery order, the member has made an "unauthorized commitment" on behalf of the federal government. A government representative that makes an unauthorized commitment may be subject to disciplinary action. If he or she incurs an unauthorized commitment in advance of or in excess of available appropriations, he/she may violate the Anti-Deficiency Act (31 U.S.C. 1341) and could be subject to both administrative and criminal penalties, including removal, suspension without pay, fines, and/or imprisonment. FEDLINK and the member agency can refuse to pay for products and services that are not included in a FEDLINK delivery order. If you aren't sure if a product or service is within the scope of your FEDLINK delivery order, contact FEDLINK before proceeding.

Online Registration for FY18 Opens August 7, 2017!

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

