



LIBRARY OF  
CONGRESS  
FEDLINK

## **FEDLINK Information Alert 2015**

### **Planning for Final Fiscal Year 2015 Transactions**

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FEDLINK is ready to help you make good use of end-of-year funds to support the mission of your library and your agency. Please contact the FEDLINK Hotline at (202) 707-4900 if you have questions or need assistance in your end-of-year planning.

**Friday, July 31**

**Closeout and Refund**

Closeout completed FY 2015 orders, deobligate remaining balances, and refund amounts to your agency before September 30th.

**Monday, August 24**

**Cancel and Refund**

Cancel an IAA before it is fulfilled or a delivery order before it is issued and refund amounts to your agency before September 30th.

**Friday, August 28**

**Add New Service - Competitive Order**

Move funds from an existing account or transfer new funds to establish a new serials, preservation, digitization, or foreign language courseware service.

**Friday, August 28**

**Add New Service - Non-Competitive Order**

Move funds from an existing account or transfer new funds to establish a new electronic information retrieval, OCLC or books.

**Tuesday, September 8**

**Add Funds to Existing Service**

Move funds from an existing account or transfer new funds to increase funding in an existing service, for requirements within scope of your original order.



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#### **FY 2015 Bona Fide Needs**

By signing your IAA (whether to move funds or to transfer new funds), your agency certifies that the orders FEDLINK will place with your FY 2015 funds will meet a bona fide need your agency has in FY 2015.

Generally, current year funds may be used to order services that will not start until the following year only if the lead time between contracting and delivery is necessary. For electronic serials or databases ordered directly from the online provider, FEDLINK will accept FY 2015 funds for service that starts in late FY 2015 or in the first month of FY 2016. See, B-309,530 (Sep. 17, 2007). For print subscriptions ordered through a serials agent, FEDLINK will accept FY 2015 funds for subscriptions that start as late as January 1, 2016. Electronic service that is incidental to a print subscription will be considered part of the print subscription. Subscriptions may be for single or multiple years.

#### **Moving Funds**

Moving funds from one service to another entails partially terminating one delivery order (to reduce funds) and modifying another (to increase funds). When you request that funds be moved out of an account, you must ensure that sufficient funds will remain to cover all of your outstanding usage. You must also ensure that agency staff do not order additional items or log into a system and incur any additional costs. Before partially terminating a delivery order to reduce funds, FEDLINK allows a vendor three business days to report outstanding costs.

#### **Add New Services – Competitive Orders \$25k or More**

If you plan to establish a new serials, preservation, digitization, or foreign language courseware service of \$25,000 or more, 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.

#### **FY 2015 Forms & Assistance**

The forms for amending your FY 2015 IAA are available on the FEDLINK website at: [www.loc.gov/flicc/onlinedoc/online\\_index.html](http://www.loc.gov/flicc/onlinedoc/online_index.html) under "Manage Your Federal Account Online". For help establishing or amending your IAA, please call the FEDLINK Hotline at (202) 707-4900.