

# Department of the Treasury Interagency Agreement Process

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# 1. Authority and Purpose

## 1.1. Scope

The Treasury Interagency Agreement Process identifies and standardizes Treasury-wide IAA procedures and shall apply to interagency agreements that are created manually (paper forms) or created using G-Invoicing. This process document will address preparation, processing, execution, administration and closeout of interagency agreements.

## 1.2. Authority

The Department of the Treasury, Office of the Procurement Executive (OPE) has responsibility to identify and maintain standard agency wide interagency agreement processes. OPE has created the Department of the Treasury Interagency Agreement Process document which is considered the authority for processing all interagency agreements within the Department of the Treasury. Bureaus may include internal (to the bureau) additional process but cannot relax or deviate from processes identified in this document, DTAP, FAR or the Red Book. In the event that information in this document conflicts with the DTAP, FAR or Red Book, those documents shall take precedence. This document supersedes all previous guides or processes related to Department of the Treasury interagency agreements.

## 1.3. G-Invoicing

Government Invoicing (G-Invoicing) is the long-term sustainable solution to improve the quality of Intragovernmental Transactions (IGT) (interagency agreements) Buy/Sell data in support of more accurate financial management by Federal Trading Partners. G-Invoicing will address current Buy/Sell accounting and reporting challenges by providing a common platform for brokering all IGT Buy/Sell activity, implementing a Federal IGT Buy/Sell Data Standard, and providing transparent access to a common data repository of brokered transactions.

Fiscal Service, who has responsibility over G-invoicing, is providing this solution in accordance with 31 U.S.C. 3512(b) and 3513, which state the Secretary of the Treasury may develop an effective and coordinated system of accounting and financial reporting that integrates Treasury's accounting results and acts as the operating center for consolidating Treasury's results with those of other executive agencies.

Use of G-Invoicing will be mandatory for all Federal Program Agencies (FPAs) for agreements with a period of performance starting after September 30, 2022.

#### 1.4. References

- 31 USC 1535: Agency agreements
- Federal Acquisition Regulations (FAR) 17.5
- Federal Acquisition Regulations (FAR) 7.3
- Federal Acquisition Regulations (FAR) 42.202
- Department of the Treasury Acquisition Procedures (DTAP) 1017.5
- Principles of Federal Appropriation Law (the “Red Book”), Chapter 7, section B.1.i
- Treasury Financial Manual (TFM) Volume I, Policy for Intergovernmental Transactions (IGT)
- Guidance for Improving the Management and Use of Interagency Acquisitions (June 6, 2008)
- Department of the Treasury Security Manual
- G-Invoicing

#### 1.5. Definitions

- a) **Assisted Acquisition:** As defined in FAR 2.101, assisted acquisition is a type of interagency acquisition where a servicing trading partner performs acquisition activities on a requesting trading partner’s behalf, such as awarding and administering a contract, task order, or delivery order. Assisted acquisition is a subset of interagency agreements entered into for the primary purpose of obtaining services or products from contractors. Within the Department of the Treasury, agreements for assisted acquisition are also referred to as acquisition assistance IAAs or simply, an assisted IAA.
- b) **Assisted IAA:** An interagency agreement for assisted acquisition support. Also commonly referred to as an assisted IAA (see assisted acquisition section).
- c) **Binding Agreement:** as defined by Section 1501(a)(1) of the red book, establishes minimum requirements for recording obligations for contracts. Specifically, there must be documentary evidence of a binding agreement between and agency and another person (including and agency) that is in writing, in a way and form, and for a purpose authorized by law; and executed before the end of the period of availability for obligation of the appropriation or fund used to specific goods to be delivered, real property to be bought or leased or work or services to be provided.
- d) **Determination and Findings (D&F):** As defined in FAR 1.701, means a special form of written approval by an authorized official that is required by statute or regulation as prerequisite to taking certain contract actions. The “determination” is a conclusion of decision supported by the “findings”. The findings are statements of fact or rationale essential to support the determination and must cover each requirement of the statute or regulation.

- e) **Direct Acquisition:** As defined in FAR 2.201 means a type of interagency acquisition where a requesting trading partner places an order directly against a servicing trading partner's indefinite-delivery contract. The servicing trading partner manages the indefinite-delivery contract but does not participate in the placement or administration of an order. In other words, Department of the Treasury procurement offices can be authorized to issue orders directly against the other agency's contract. In accordance to FAR 17.502-1(a)(2), no written agreement (interagency agreement) with the servicing trading partner is required.
- f) **Interagency Agreement (IAA):** A written financial agreement entered into between two Federal agencies, or major organizational units within an agency, which specifies the goods or services to be provided from the servicing trading partner to the requesting trading partner. The red book also refers to this type of transaction as "Interagency Transactions".
- g) **Interagency Acquisition:** As defined in FAR 2.101, means a procedure by which an agency needing supplies or services (the requesting trading partner) obtains them from another agency (the servicing trading partner), by an assisted acquisition or a direct acquisition.
- h) **General Terms and Conditions (GT&C):** Part of the interagency agreement, the GT&C identifies the terms and conditions for services or products provided by the servicing trading partner in support of the requesting trading partner. The GT&C also identifies the type of agreement, total value of the agreement, total period of performance, scope, roles and responsibilities, specific clauses and advanced payment authorization. The GT&C must be approved prior to orders being issued under the interagency agreement.
- i) **Intra-governmental Payment and Collection (IPAC):** The system used by Federal agencies for interagency disbursements and funds transfers.
- j) **Memorandum of Agreement (MOA) / Memorandum of Understanding (MOU):** MOU/MOAs are agreements between agencies or bureaus that do not involve payment or transfer of funding. If the agreement involves funding, an IAA must be executed.
- k) **Non-assisted IAAs:** Interagency agreements for delivery of a product, service or item and the method of how the product, service or item is obtained (by the servicing trading partner) is transparent to the requesting trading partner or is provided by other Federal staff is commonly referred to as a non-assisted IAA or simply IAA. In other words, interagency activities where contracting is incidental to the purpose of the transaction (FAR 17.500(c)(1)).
- l) **Order (under an IAA):** An order under an IAA creates a fiscal obligation between agencies or bureaus and delineates specific product and/or service requirements, funding information for both trading partners, and authorized signatures to obligate the funding.
- m) **Requesting Trading Partner:** The agency (or major organizational unit within an agency) that requests goods or services from another agency or unit through an interagency agreement.

- n) Servicing trading partner: The agency (or major organizational unit within an agency) that provides goods or services with agency resources or contracts for the service on behalf of the requesting trading partner or unit under the terms and conditions of an interagency agreement.
  
- o) Trading Partner: As related to interagency agreements, the requesting or servicing agency / bureau. Trading partner is the term used with G-invoicing and will be adopted for manual processing of interagency agreements as well. This document will use the term “trading partner” unless specific language is cited from the FAR, DTAP or U.S. Code.

## 2. Processing and Administration of Interagency Agreements

### 2.1. Interagency Agreements

An interagency agreement creates a binding agreement (also referred to as voluntary orders in the red book, chapter 7(1)(a)) with another federal entity that will provide a goods or service (servicing trading partner) to another federal entity (requesting trading partner) with financial reimbursement or payments for the goods or services. An interagency agreement is not a contract and therefore does not require procurement support or a contracting officer's signature in order to fully execute the interagency agreement (with the exception of assisted acquisitions). If there is no cost to the goods or services being provided, then an agreement can be documented by a MOU. MOU's do not apply to the processes identified in this document.

Although a completed IAA is essential and an obligation must be recorded in the bureau's financial system, the requesting trading partner will have financial responsibility to pay for a product or service received from a servicing trading partner if an interagency agreement was not fully executed. The Red Book states that the lack of a written agreement before performance may not necessarily preclude reimbursement. For example, reimbursement can still be made if (1) an IAA had been in effect for several prior years, and (2) the facts showed that the agencies intended to continue the IAA for the year in question. A fully executed interagency agreement is required to record the obligation and make payment even if the agreement is executed after the product or service has been delivered. However, foregoing reimbursement may itself raise appropriations law issues. For this reason, legal counsel should be consulted if it is discovered that services have been accepted from another agency without an IAA in place.

### 2.2. Authorization to Fully Execute an Interagency Agreement

31 U.S. Code 1535 authorizes the head of an agency or major organization unit within an agency to place an order with a major organizational unit within the same agency or another agency for goods or services. If the Treasury bureau will utilize staff other than a contracting officer to act as the GT&C final approver or the Order Funding Official, a one-time bureau level authorization must be provided, in writing, from the Office of the Procurement Executive (OPE). Authorization will remain in effect until rescinded by OPE.

### 2.3. Execute a GT&C

The designated GT&C final approver is authorized to commit the trading partner to providing or receiving services. An interagency agreement order cannot be placed until a GT&C has been fully executed (awarded). When processing agreements manually, the GT&C and order can be submitted for review and approval concurrently.

### 2.4. Obligorating the Interagency Agreement Order

Obligations must be recorded for a binding agreement between an agency and another person (agency) (31 U.S. Code 1501(a)(1)). Therefore the bureau must complete an obligation in their financial system before the end of the period of availability for obligation of the appropriation or fund used for the specific goods to be delivered or work or service to be provided.



If the bureau does not have an automated interface between their agreement writing system, such as G-Invoicing and the bureau's financial system, then a "manual obligation" must be recorded in the bureau financial system. Manual obligations may still be required once G-Invoicing is implemented however, G-Invoicing will eventually interface with all Treasury financial systems. At no time shall an interagency agreement order be signed by the Requesting Order Funding Official until the award has been obligated in the bureau's financial system.

- a) **Obligation under the Economy Act**  
As identified in the red book, chapter 7, section 1.i(1),. An economy act agreement is recorded as an obligation of the requesting (ordering) agency at time the requesting trading partner enters into the agreement. If using fixed-year appropriation (expiring funds), the requesting trading partner must de-obligate the obligation at the end of the fiscal year to the extent that the performing (servicing) agency has not incurred an obligation. For example, the servicing trading partner uses contractor support to provide a service. The servicing trading partner must fully obligate the funds to their contract before those funds expire. Complications arise when using the economy act for detailee support through an IAA. Since federal staff (detailees) cannot be fully funded beyond the expirations of funds, any detail support extending past the expired funds timeframe must be funded by new funds. Any unused balance (of the expired funds) must be de-obligated.

Additionally, expired funds must be de-obligated if the servicing trading partner has not provided the requested item to the requesting trading partner, has not performed the requested service or has not entered into a valid contract with another person (contract) to provide the requested item or service to the ordering agency.

- b) If expiring funds will be used for products or service support, the requesting trading partner must include a certification statement that the servicing trading partner will fully obligate the funds before those funds expire. This statement can be included on the order or on a separate document attached to the order.

## 2.5. Interagency Agreement Forms

Department of the Treasury uses the Government-Wide Accounting (GWA) form maintained by the Bureau of Fiscal Services, Administrative Resource Center (ARC). The on-line form should be used as they are continuously updated to meet latest interagency agreement requirements. Older versions may not be accepted. Once G-invoicing is fully implemented paper forms will not be accepted by the Department of the Treasury unless the other trading partner is not listed in G-Invoicing.

General Terms and Conditions form (<https://arc.fiscal.treasury.gov/files/forms/fs-form-7600a.pdf>)

Order Form (<https://arc.fiscal.treasury.gov/files/forms/fs-form-7600b.pdf>)

Department of Treasury can accept other trading partner forms as long as all Treasury required fields are included on the other form. If the other trading partner form is missing Treasury information, then the Treasury GT&C and Order can be used or the missing information can be added to a separate document and include with the other trading partner form.

## 2.6. Period of Performance

The period of performance for a multi-year GT&C should not to exceed five (5) years unless a longer period is specifically authorized by statute or required by the servicing trading partner. The period of performance for the order should not exceed one calendar year or the funds expiration date, whichever occurs first. At no time shall the end period of performance of an order exceed the end period of performance established on the GT&C.

## 2.7. Multiple Order Agreements

Multiple order agreements are authorized within the Department of the Treasury. The total of orders placed against a multiple order GT&C shall not exceed the total financial value established in the GT&C.

## 2.8. Modifications

GT&C can be modified as long as the scope and original intent of the agreement does not change. A GT&C cannot be modified to change the term from a single year to a multi-year agreement. Modifications to the PoP cannot extend beyond the PoP limit established in section 2.6, Multi-year interagency agreement section.

Orders can be modified as long as the modification does not affect the terms and conditions identified in the GT&C. Modifications to the PoP cannot extend beyond the PoP limit established in section 2.6, Period of Performance.

Modifications shall not take place to circumvent the creation of a new GT&C or order. All modifications must be submitted for review and approval of both trading partners following the procedures identified in this document.

## 2.9. Cost

Costs consist of direct costs (expenditures incurred by the servicing trading partner that are specifically identifiable and attributable to performing the task) and indirect and/or overhead costs. Overhead or other indirect costs may be charged in the form of a fee by the servicing trading partner. If an IAA is based on estimated costs, when final costs are known, and the costs are less than the amount of the agreement, the agreement must be promptly adjusted downward and the remainder de-obligated in the financial system of the requesting trading partner.

At no time shall the orders exceed the total value established on the GT&C. If the costs are more than the amount of the agreement, the agreement must be adjusted upward and the obligation increased in the financial system of the requesting trading partner (if sufficient funds are not available, performance must be curtailed). Cost adjustments should be accomplished prior to the end of the period of availability of the appropriation financing the agreement. Cost adjustments must take place in order to close-out the interagency agreement.

## 2.10. Types of Payment

### a) Reimbursement

Funds are obligated in the requesting trading partner's financial system when the order is executed. Reimbursement is made after expenses are incurred. IPAC transactions generally occur following delivery of products or services or on preset intervals (e.g. monthly, quarterly, and annually). At no time shall payment be certified unless there is a fully executed order established between the servicing and requesting trading partners.

### b) Advance payment

Advanced payment is authorized and can be for any part of the estimated or actual cost as determined by the agency or unit filling the order (31.U.S. Code 1534 (b)). Requests for advance payment must be submitted in writing for all or part of the estimated cost of furnishing the supplies or services. The advanced information section (18 through 21) of the order form shall be considered as the appropriate method for requesting advance payment "in writing" by the servicing trading partner. Adjustments on the basis of actual costs shall be made as agreed to by both trading partners. The written request will be included with the interagency agreement package. [See section 3, Assisted Acquisitions, for additional information.](#)

### c) Direct Cite

Under a "direct cite" interagency agreement scenario, the servicing trading partner incorporates the requesting trading partner's accounting information and payment instructions into the servicing trading partner's contract. The contractor submits invoices to and receives payment from the requesting trading partner. The requesting trading partner is granting the servicing trading partner authority to obligate requesting trading partner funds. The IAA must explicitly authorize the servicing trading partner to obligate funds requesting trading partner funds and provide for appropriate recordation.

## 2.11. Receipt and Acceptance

Receipt and acceptance for the product or service provided by the servicing trading partner must be provided by the GT&C Manager. Unique receipt and acceptance criteria will be identified in the agreement as part of the requesting trading partner unique requirements. If specific receipt and acceptance criteria was not identified on the interagency agreement, then the product or service is considered acceptable when the IPAC is certified for payment by the requesting GT&C Manager.

## 2.12. Payments

Reimbursement is most commonly collected from the requesting trading partner using the IPAC system. Once implemented, reimbursement through IPACs will occur through G-Invoicing. IPACs allow the servicing trading partner to withdraw funds from the requesting trading partner using a unique Agency Location Code. IPAC's should include, at a minimum, the requesting trading partner's IAA number, accounting codes, related line items and a detailed explanation of the expenses incurred. The IPAC collection is reviewed and certified for payment by the requesting GT&C Manager. Adjustments or rejections of IPAC collections should be completed within 90 days. Payments are not made until an order has been fully executed.

### 2.13. Security

All aspects of the Treasury Security Manual (TD P 15-71) as well as any bureau-specific contingent worker policies (for services provided by contractor support) are applicable to interagency agreements. Treasury bureaus should verify that the GT&C comply with both Treasury wide and bureau-specific security requirements. Bureau specific security requirements or clauses must be identified as part of the GT&C under block 11 / 12 – scope, block 19 / 20 - clauses section or on a separate document that is included with the IAA package.

### 2.14. Classified Products and Support

Approval to enter into a classified interagency agreement must be approved by the bureau security office. The bureau's security office must review the full interagency agreement package and ensure the packages does not include or disclose any classified information as the agreement may be processed using unclassified systems. If an agreement must contain classified information, both trading partners will follow review, approval and storage processes identified in the Treasury security manual or bureau specific policies. Unclassified information may be required for approval of the GT&C as well as approval by the funding official. In this case, an unclassified version of the agreement will be created for review and approval purposes.

### 2.15. Statutory Authorities

The statutory authority that authorizes the interagency agreement must be identified on the GT&C. If GT&C form does not have a specific field for this information, the GT&C Creator or GT&C Manager will enter the authority name, citation and other supporting information in block 11, requesting scope field.

- Economy Act  
31 U.S. Code 1535, authorizes the use of interagency agreements for goods or services under the Economy Act if:
  - a) Funding is available. Funds availability can be provided by including the obligating document with the IAA package or, if creating the GT&C first, a funding certification statement as part of the requesting trading partner scope.
  - b) The order is in the best interest of the Government
  - c) The agency or unit to fill the order is able to provide the ordered goods or services by Federal staff or by Contract (assisted acquisitions)
  - d) Goods or services cannot be provided by a contract as conveniently or cheaply by a commercial enterprise.

Economy Act should only be used as the authorizing statute if other authorities don't apply. See 2.4 (a) – obligation under the Economy Act. Additional requirements apply to assisted acquisition IAA's that use the Economy Act as the authorizing statute – See section 3.12 - Determination and Findings.

## 2.16. Reviews and Approvals

Each bureau will assign responsible individuals to review and approve interagency agreements. Assisted acquisition agreements must follow review and approval requirements established in this document as well as DTAP 1017.5. All interagency agreements must be reviewed and approved by the following entities:

- a) GT&C:
  - i. The program office that will provide or receive the support
  - ii. Policy (optional)
  - iii. Legal Council
  - iv. Individual responsible for committing the bureau to provide or receive a service or support
- b) Order
  - i. Legal (optional)
  - ii. Budget Staff
  - iii. Funding Officials

## 2.17. Mandatory Field Entries

Department of the Treasury will require specific information in the following fields for all IAAs:

- a) General Terms and Condition (GT&C)
  - 1. Estimated Agreement Amount, Enforce Total Remaining Amount: Select Yes
  - 2. Requesting Scope:
    - i. Summary of the scope of products or services to be provided by the servicing trading partner. If referencing a separate document, that document must be attached to the GT&C.
    - ii. Reference to contractor support cannot be included in the scope or attached documents for non-assisted IAAs.
- b) Order
  - 1. Delivery Information - FOB Point, Acceptance Point and Inspection Point: Select "Destination"
  - 2. Order Billing (Requesting) Section –
    - i. Net Order Amount: Enter the total of the order to date
    - ii. Total Modified Order Amount: total modification of a specific order
    - iii. Total Order Amount: Total of order. For new orders, this field will match the net order field.
  - 3. Schedule Funding Information – Description of Products and/ or Services, including Bona Fide Need for this order (Buyer Only): include a description of the order to include a bona fide need statement. For modifications, identify items being modified

Information other than what is identified in this section must be approved by the Funding Official. Assisted acquisition IAAs may require additional information – [see Section 3 - Interagency Acquisitions](#).

All other fields will be completed as applicable to the agreement and funding information for each bureau.

#### 2.18. Close-Out

An order shall be considered “closed” upon delivery of the product or completion of services from the servicing trading partner and the full amount of the order has been IPAC’d. No further action is required. If a balance exists between the actual IPAC’d amounts and the amount identified on the order, then confirmation that all IPACs have been submitted and payment received must be provided by the servicing trading partner. The order shall be modified to reflect the actual amount IPAC’d and then any balance must be de-obligated in the bureau’s financial system.

### 3. Interagency Acquisitions

#### 3.1. Assisted Acquisition

Department of the Treasury Acquisition Procedures (DTAP 1017.501-70 (a)) states "Procurement support services" includes all contracting-related efforts necessary for solicitation, negotiation, award, and administration of contract actions for supplies, equipment, and services required by Treasury organizations. Obtaining procurement support services from an entity other than those officially designated by DTAP section 1001.6 requires an exemption issued by the designated HCA. The exemption is included as part of the assisted acquisition package unless exceptions to an exemption apply. This requirement applies to new procurement support services as well as follow-on procurement support services provided through previous assisted acquisitions.

In order to receive assisted acquisition services, the bureau GT&C Manager must create interagency agreement that requests assisted acquisition support, often referred to an assisted acquisition interagency agreement or simply an assisted IAA. The GT&C creator or GT&C manager must also create required documents that make up an acquisition package. The GT&C Creator or GT&C Manager will follow all procedures identified in Chapter 2 in addition to procedures identified in this chapter.

A FAC certified COR must be assigned to the assisted acquisition for both the requesting and servicing trading partners.

An assisted acquisition interagency agreement is not required for direct acquisitions.



Process flow for creating an assisted acquisition IAA

#### 3.2. Is my Agreement an Assisted Acquisition?

Your requirement is not an assisted acquisition if delivery of a product, service or item and the method of how the product, service or item is obtained (by the servicing trading partner) is transparent to the requesting trading partner. In other words, interagency activities where contracting is incidental to the purpose of the transaction (FAR 17.500(c)(1)).

However, if a bureau specifically requests the servicing trading partner to make an award on their behalf, or if the terms of the IAA (such as price) are expressly tied to the terms of a specific future award that is unique to the bureau requirement, then the agreement would be an assisted acquisition.

### 3.3. Notify Bureau Procurement Office

If a procurement action will be processed by an entity other than the bureau's designated HCA, notification should be provided to the designated HCA by the GT&C manager before the assisted acquisition package is created. The CO from the designated HCA should discuss the need with the requesting GT&C manager and confirm the action falls within the parameters of an assisted acquisition.

### 3.4. Approval for Using Other Head of Contracting Activity (HCA)

When a program office is seeking to obtain procurement services from an entity other than the Head of Contract Activity (HCA), as designated in section 1001.6 of the DTAP, the GT&C manager shall request an exemption from using the designated HCA shall be submitted to the designated HCA by completing the Request for Exemption to the Designated HCA (assisted acquisition request) form which is located in the [DTAP forms section of Acquisition Gateway Treasury Hub](#).

The GT&C Manager completes the Request for Exemption to the Designated HCA (assisted acquisition request) form and submits to the designated HCA (procurement office) as part of the assisted acquisition package. The Contracting officer will forward the form for policy review (if required), legal counsel and Bureau Chief Procurement Officer (BCPO). The BCPO will forward the request for SPE approval. The SPE must approve all requests for exemption to the designated HCA to include HCA's internal or external to the Department of the Treasury. At no time shall a GT&C, MOU or other documents associated with the assisted acquisition be forwarded to the servicing trading partner for approval and signature until the request for exemption to the designated HCA has been approved.

### 3.5. Exemptions to SPE Approval

SPE approval will not be needed when requesting exemption from the designated HCA for the following actions (exceptions) (DTAP 1017.501-70 (b) (1), (2)):

- a. Contract actions utilizing another agency's authority or responsibility such as GSA support of public buildings, property and works; DOT nationwide Transit Benefit Program, etc.)
- b. Contract actions executed as part of support provided to Treasury by another agency such as contracting of nursing services by Department of Health and Human Services to provide medical - related support services.
- c. Requirement to use another agency for procurement actions are mandated by statute.

Although SPE approval may not be required for exemptions listed above, the interagency assisted acquisition package will still be completed and submitted to the designated HCA for review and BCPO approval.



### 3.6. Individual or Class exemptions

The GT&C Manager can request an individual or class exemption. An individual exemption would provide a one-time exemption (or approval) for using another procurement office other than the designated HCA. A class exemption would provide a continuous exemption (or approval) for additional assisted acquisitions IAAs for the same product or service that is provided by the same trading partner (DTAP 1017.501-70 (b)). A class exemption is valid as long as the requirements and servicing trading partner do not change the scope the requirement or until rescinded by the SPE.

When a new assisted acquisition IAA is created using a previously approved class exemption, reference to the approved exemption must be cited in the requesting trading partner scope of the GT&C. A copy of the original exemption approval as well as the previously approved Determination and Findings (D&F) form must be attached all IAA's issued under the previous class approval.

### 3.7. Procurement Processing Timeframes

The designated HCA should complete the review and either approve or reject the request for exemption (assisted acquisition request) to the designated procurement office (HCA) within the timeframes identified in [section 3.21](#). However, timeframes could be extended due to current situations such as Government closure, national emergency or end of year activities. If approval cannot be achieved within timeframes designated in [section 3.21](#), the GT&C Manager and the contracting officer will agree to a reasonable approval timeframe. Proper planning should be considered by the GT&C Manager as this timeframe is in addition to timeframes required by the servicing trading partner to make the award.

### 3.8. Assisted Acquisition Package

A complete assisted acquisition package consists of the following documents at a minimum:

- Request for Exemption to Designated HCA (Assisted Acquisition Request) Form
- GT&C
- Market Research
- Independent Government Cost Estimate (IGCE)
- Acquisition Plan
- Requirements document (PWS, SOW, SOO) that will be forwarded to the servicing trading partner
- Sole Source justification if required by the servicing trading partner
- Quality Assurance Surveillance Plan
- Confirmation of Service Contracts (Inherently Governmental)
- Section 508 documentation if required by the servicing trading partner
- Determination and Findings (when using the Economy Act as the statutory authority)
- Unique bureau requirements / security requirements
- Confirmation of Funding

Documents that make up the Department of the Treasury acquisition plan must use official documents found on the [DTAP forms section of Acquisition Gateway, Treasury Hub](#) or other forms provided by the servicing trading partner.

The assisted acquisition package shall not be forwarded to the servicing trading partner until the [Request for Exemption to the Designated HCA \(assisted acquisition request\) form](#), [D&F](#) and other acquisition documents have been reviewed and approved by the designated HCA. Formal review of the acquisition package from the servicing trading partner prior to approval from the designated HCA could make the requesting trading partner liable for administrative costs even though an assisted IAA has not been fully executed. [See Attachment A – Acquisition Package Checklist](#)

### 3.9. Market Research

Standard market research methods apply to assisted acquisitions. The market research shall support the need for an assisted acquisition agreement as well as the required product or service. The market research will document alternative sources (if any) for acquiring the product or service through an assisted acquisition.

### 3.10. Independent Government Cost Estimate (IGCE)

The GT&C Manager must complete a detailed IGCE to include a cost estimate for the product or services being requested as well as total cost of fees from the servicing trading partner for administration of the assisted acquisition. The IGCE must include all cost for the life of the agreement.

### 3.11. Acquisition Plan

The acquisition plan shall be written to support the need for an assisted acquisition agreement as well as the required product or service.

### 3.12. Determination and Findings (D&F)

A D&F is required from the requesting trading partner when using the economy act as a statutory authority for assisted acquisition interagency agreements. The Form is located in the [DTAP forms section of Acquisition Gateway, Treasury Hub](#).

When an interagency acquisition requires the servicing trading partner to award a contract on behalf of the requesting trading partner (Department of the Treasury Bureaus), then a justification and approval or an additional D&F is required. This D&F is in addition to the D&F required by the requesting trading partner when using the economy act as a statutory authority. The servicing trading partner shall execute the justification and approval or D&F. However, the requesting GT&C manager shall make themselves available to assist or furnish the servicing trading partner with any information needed to make the justification and approval or D&F (FAR 17.503 (D)(1)).

### 3.13. General Terms and Conditions (GT&C)

The assisted acquisition must establish GT&Cs governing the relationship between the parties, including roles and responsibilities for acquisition planning, contract execution, and administration and management of the contract(s) or order (s) (FAR 17.502-1). The GT&C form is used to identify this information. The GT&C Creator or Manager can also attach MOU's, clauses and other relevant documents that support the GT&C as long as those documents are referenced in the GT&C and included with the assisted acquisition package. A fully executed GT&C must be in place prior to requesting procurement services from or issuing orders to the servicing trading partner. However, at no time shall the GT&C be submitted to the servicing trading partner for signature until the request for exemption to the designated HCA has been approved ([see section 3.4](#)). For multi-year agreements, the requesting GT&C Manager and servicing GT&C manager must review the terms and conditions no less than

annually and make amendments as necessary (OFPP – Improving the Management and Use of Interagency Acquisitions).

### 3.14. Security Requirements / Classified Contract

The requesting trading partner is responsible for outlining bureau specific security requirements for classified products and/or services, to include the applicable DD Form 254 that must be included in contracts or orders awarded on behalf of the requesting trading partner. Existing servicing trading partner contracts must have proper security requirements including active DD Form 254 form and provide clearance that meet or exceed the clearance level required by the requesting trading partner. Bureau specific requirements will be entered in the GT&C of the agreement ([see 3.15 - Unique Requesting Trading Partner Requirements / Clauses](#)).

### 3.15. Unique Requesting Trading Partner Requirements / Clauses

The requesting trading partner shall provide to the serving trading partner any unique terms, conditions, security requirements / clauses and agency-specific statutes, regulations, directives and other applicable requirements for incorporation into the order or contract. In the event there are no agency unique requirement beyond the FAR, the requesting trading partner shall so inform the servicing trading partner contracting officer in writing either in block 19 of the GT&C or on a separate document included with the assisted acquisition package and referenced in block 19.

### 3.16. Designated HCA Activities

The designated HCA will ensure the assisted acquisition package is complete and that the requested assisted IAA is in the best interest of the Government. The designated contracting officer will work with the GT&C manager to update or modify the assisted acquisition package if needed. Once the assisted IAA package is complete, the designated CO will forward the package for approval. Once approved, the designated CO will award the IAA or notify the GT&C final approver / Order Manager that the IAA is approved and is authorized to be awarded. If the assisted IAA is not approved the designated CO will work with the GT&C manager to identify alternate methods to acquire the product or service.

### 3.17. Approval the Assisted IAA

As mandated under FAR section 17.502-1, both the requesting and servicing trading partners shall both sign a written interagency agreement before the servicing trading partner issues a solicitation on behalf of the requesting trading partner.

### 3.18. Orders

The requesting trading partner can issue orders for assisted acquisition support to the servicing trading partner once the GT&C is fully executed. The initial order can be included with the GT&C when processing interagency agreements outside of G-Invoicing. Additional orders may also be issued against a fully executed multiple order assisted IAA without designated HCA review and approval as long as the orders don't exceed the total value or change any terms or conditions identified on the GT&C.

### 3.19. Modifications to Assisted Acquisitions GT&C

Modifications to an approved GT&C will change the fundamental requirements that have been approved by the designated HCA BCPO or SPE. Therefore, modifications to the GT&C must be submitted to procurement following the procedures in this document.

### 3.20. Modifications to Assisted Acquisition Orders

Modification to orders will not require review and approval by the designated HCA BCPO or SPE as long as the order modification does not affect the dollar value, terms and conditions established on the approved GT&C form.

### 3.21 Approvals and Timeframes

Document		Action	Timeframe
Acquisition Plan	CO	Approve	Within 5 business days after receipt of a complete assisted acquisition package
Request for Exemption to Designated HCA	CO	Review	Within 5 business days after the CO approves the acquisition plan
	Policy Review (optional per bureau policy)	Review	
	Bureau Security Office Review (optional per bureau policy)	Review	
	BCPO	Approve	
	SPE	Approve	Within 10 business days after the BCPO approves the Request for Exemption to the Designated HCA
D&F (when required)	CO	Review	Within 5 business days after the CO approves the acquisition plan
	BCPO	Approve	
	SPE (Only required if servicing trading partner is exempt from the FAR)	Approve	Within 10 business days after the BCPO approves the Request for Exemption to the Designated HCA

Typical time frame to review and approve the entire acquisition package should be no more than 25 business days once a complete and accurate assisted IAA package is submitted by the requesting trading partner GT&C manager.

## 4. Roles and Responsibilities

### 4.1. GT&C Creator

The creator role exists for both the requesting and servicing trading partner. The individual assigned to this role can be a Federal employee or a contractor supporting the bureau program office. The creator role include:

- a) Create a GT&C document.
- b) Create other supporting documents in support of an assisted acquisition.
- c) Submit the GT&C for internal review by the GT&C Manager.
- d) This role does not officially submit documents for approval, discuss or negotiate terms and conditions or cost with the other trading partner.
- e) This role is not required if the Requesting GT&C Manager will perform these duties.

### 4.2. GT&C Manager

The requesting manager role exists for both the requesting and servicing trading partner. The individual assigned to this role must be a Federal employee and will serve as the primary point of contact on the IAA. A minimum FAC COR level 1 is required for assisted acquisitions and recommended for all other interagency agreements. The GT&C Manager role include:

- a) Perform all the roles of the GT&C creator.
- b) Discuss / negotiate terms and conditions as well as cost with the other trading partner.
- c) Ensure bureau specific policies, procedures and requirements (bureau specific requirements) are included with the GT&C.
- d) Submits GT&C for review and approval.
- e) Coordinates all interagency agreement activities with GT&C manager from other trading partner.
- f) Ensure adherence to bureau specific criteria throughout the period of performance of the interagency agreement.
- g) Ensure price reasonableness.
- h) Perform cost / price analysis of the interagency agreement.
- i) Obtain other trading partner signatures
- j) Provide a copy of the fully executed GT&C and associated documents to the other trading partner when G-Invoicing is not used.
- k) Monitor performance of servicing trading partner.
- l) Provide Receipt and Acceptance.
- m) Resolve performance / compliance issues and disputes of the interagency as well as IPAC discrepancies over the interagency agreement terms and conditions.
- n) Report performance / compliance unresolved issues and disputes over the interagency agreement terms and conditions to the GT&C Final Approver.
- o) Initiate and process GT&C modifications.
- p) For multi-year agreements, the requesting GT&C Manager and servicing GT&C manager must review the terms and conditions of the GT&C no less than annually and make amendments as necessary.
- q) Perform Close-out tasks.

- r) Additional Requesting GT&C Manager Roles for Assisted Acquisitions
  - i. Maintain required FAC COR certification
  - ii. Create all documentation required for the assisted acquisition interagency agreement.
  - iii. Submit the assisted acquisition package to the designated procurement office for review and approval.
  - iv. Assist servicing trading partner with preparing acquisition documents that support the award such as market research, IGCE, Acquisition Plan, QASP, etc.
  - v. Support the servicing trading partner in determining whether propose contract prices are fair and reasonable
  - vi. Perform duties in a timely manner in accordance with the QASP or QAP
  - vii. Provide contractor oversight
  - viii. Maintain documentation for required deliverables
  - ix. Maintain documents for technical reports
  - x. Maintain cost / expense reports
  - xi. Provide acceptance or rejection notifications of deliverables to the servicing trading partner COR
  - xii. Provide status updates and reports to the servicing trading partner COR
  - xiii. Notify servicing trading partner COR / CO of any circumstances that affect performance by the contractor, including failures to comply with technical requirements of the contract or to show a commitment to customer satisfaction, particularly if the contractor does not make corrections.
  - xiv. Support contract close-out functions. The requesting GT&C Manager will coordinate close-out activities with the requesting order manager to de-obligate unexpended balances.

#### 4.3. GT&C Initial Approver

- a) Provides recommendations to the GT&C Manager to update or correct the GT&C.
- b) Confirms all data on the GT&C is true and accurate.
- c) Provides initial approval of the GT&C.

#### 4.4. GT&C Final Approver

- a) Ensures that qualified Federal staff are assigned as the GT&C Manager.
- b) Validates all data on the GT&C.
- c) Authorized to commit the bureau to terms and conditions and to provide (servicing) or receive (requesting) a product or support
- d) By approving the GT&C, the GT&C final approver will confirm all data on the GT&C is accurate and correct and the trading partner is authorized to receive (requesting) or provide (servicing) the product or service.
- e) Escalation point of contact for issues regarding performance of the product or service as well as other GT&C terms and conditions concerns.

#### 4.5. Order Manager

The order manager can be the same individual as the GT&C manager and must be a Federal employee.

- a) Either trading partner
  - i. Initiate orders
  - ii. Initiate modification to orders
  - iii. Manage orders
- b) Requesting
  - i. For manual obligations, create obligating document in financial system.
  - ii. Certify funds for obligation and availability for payment.
  - iii. If an advance payment was made, post expenses in the financial system to draw down the authorized payment.
  - iv. Certify IPACs.
  - v. Notify the GT&C Manager and Order Funding Official when there is a problem, e.g., mismatched accounting codes, an invoice or IPAC transaction prior to obligation of the IAA, etc.
  - vi. Forward receipts of collections to the COR/POC for review and approval
  - vii. Monitor and take appropriate actions for IPAC transactions.
  - viii. Perform required close-out functions upon notification by the COR/POC that the IAA has been satisfactorily completed and final payment has been made.
  - ix. Coordinate close-out activities with GT&C manager if different person is assigned to that role.
- c) Servicing
  - i. Negotiates product / service cost and associated fees with requesting trading partner.
  - ii. Submits IPAC.

#### 4.6. Order Program Official

- a) Ensure funding information is correct.
- b) Confirm terms of the order are accurate, correct, in accordance to the fully executed GT&C and follow Treasury and bureau policies.
- c) Confirm order PoP does not exceed the PoP of the GT&C
- d) Ensure order amount does not exceed total GT&C value

#### 4.7. Order Funding Official

Both trading partners serve as an escalation point of contact to resolve issues related to the interagency agreement funding or payment / IPACs.

- a) Requesting
  - i. Officially approve / award the order by digitally signing the G-Invoicing order or manually signing the order form.
  - ii. Once the servicing trading partner accepts and signs the order, notify the GT&C manager that the order is fully executed and products or services can be received.
- b) Servicing
  - i. Officially approve / award the order by digitally signing the G-Invoicing order or manually signing the order form.
  - ii. Notify servicing trading partner that the interagency agreement has been fully executed and the product or support can be provided.



## Attachment A – Assisted Acquisition Package Checklist

Step	Action	Responsibility
<input type="checkbox"/>	1. Communicate the need of an assisted acquisition with the designated HCA (bureau designated procurement office).	GT&C Manager
<input type="checkbox"/>	2. Assigned Contracting Officer will discuss the requirement with the GT&C Manager.	
<input type="checkbox"/>	3. Conduct market research. Market research is required to complete the assisted acquisition and the determination and finding forms.	
<input type="checkbox"/>	4. Create Independent Government Cost Estimate.	
<input type="checkbox"/>	5. Complete the Acquisition Plan.	
<input type="checkbox"/>	6. Create Requirements Document.	
<input type="checkbox"/>	7. Create an obligating document in the bureau financial system.	
<input type="checkbox"/>	8. Create General Terms and Condition (7600A) and order (7600B)	
<input type="checkbox"/>	9. Finalize market research and IGCE.	
<input type="checkbox"/>	10. Complete remaining documents that would make up a standard acquisition package	
<input type="checkbox"/>	11. Determination and Findings (D&F) – Required when using the Economy act as the statutory authority for an assisted IAA. The Form is located in the <a href="#">DTAP forms section of Acquisition Gateway, Treasury Hub.</a>	
<input type="checkbox"/>	12. Other documents identified by procurement.	
<input type="checkbox"/>	13. Bureau security review of assisted acquisition package (if applicable)	Bureau Security Office
<input type="checkbox"/>	14. Create unique requesting trading partner requirements to include required security language / clauses.	GT&C Manager
<input type="checkbox"/>	15. Completed Request for Exemption to Designated HCA (Assisted Acquisition Request) Form (DTAP 1017.501-70). The Form is located in the <a href="#">DTAP forms section of Acquisition Gateway, Treasury Hub.</a>	
<input type="checkbox"/>	16. Obtain signatures from requesting trading partner on the GT&C.	
<input type="checkbox"/>	17. Submit the Assisted IAA Package to bureaus designated procurement office.	
<input type="checkbox"/>	18. Submit the assisted acquisition IAA package to the designated contracting officer.	GT&C Manager
<input type="checkbox"/>	19. Contracting officer will review the package and work with the GT&C Manager to update or correct documents.	Procurement
<input type="checkbox"/>	20. Contracting officer will submit assisted acquisition IAA package for bureau required reviews.	

<input type="checkbox"/>	21. BCPO will approve / deny D&F if assisted acquisition IAA is using the economy act. BCOP will forward D&F to SPE if servicing trading partner is exempt from the FAR.	BCPO
<input type="checkbox"/>	22. BCPO will approve / deny assisted acquisition package.	BCPO
	23. If approved, the assisted acquisition IAA package will be forwarded for SPE approval.	CO
<input type="checkbox"/>	24. SPE will review and approve or deny the request for exemption to the designated HCA and the D&F if applicable.	SPE
<input type="checkbox"/>	25. If the request for exemption to the designated HCA is approved by the SPE, the contracting office will authorize GT&C Manager to fully execute the GT&C.	Procurement
<input type="checkbox"/>	26. Create / complete funding in the requesting trading partner financial system	Order Manager
<input type="checkbox"/>	27. Funding Official will approve and sign the order form and award the action in PRISM.	Funding Official
<input type="checkbox"/>	28. Send the approved assisted acquisition package to include the order form to the servicing trading partner. <i>At no time will the order form be signed and sent to the servicing trading partner unless an obligation has been made in the requesting trading partner's financial system.</i>	GT&C / Order Manager
<input type="checkbox"/>	29. Receive signed copy of the GT&C and order from the servicing trading partner	GT&C / Order Manager
<input type="checkbox"/>	30. Trading partner to receive products or services from the servicing trading partner	GT&C Manager