

1. REQUESTING AGENCY No.: 2. ESTIMATED AMOUNT: \$	U.S. Office of Personnel Management Employment Service Interagency/Intergovernmental Agreement (Instruction on Reverse)	3. EFFECTIVE DATE: 4. EXPIRATION DATE:
5. PRODUCT/SERVICE TO BE PERFORMED. 		
6. REQUESTING AGENCY (Federal, State or Local Agency) a. Agency Name and Address (do not abbreviate): b. Program Office Contact Name and Telephone Number: c. Program Office Fax Number: d. Internet Address (if available): 		10. PERFORMING AGENCY a. Name and Address: U.S. Office of Personnel Management Employment Service 1900 E Street, NW Washington, DC 20415-9200 b. Program Office Contact Name and Telephone Number: c. Program Office Fax Number: d. Internet Address (if available):
7. COMPLETE "SHIP TO" ADDRESS (if different in block 6a.): Point of Contact and Telephone Number (if different in block 6b.): -----		11. AUTHORITY. (This agreement is entered into pursuant to the following authority and incorporates by reference any and all related implementing regulations and Office of Management & Budget circulars) (Check all that apply): <input checked="" type="checkbox"/> Revolving Fund, 5 U.S.C. 1304(e)(1) <input type="checkbox"/> Intergovernmental Cooperation Agreement Act of 1968, 31 U.S.C. 6501-6508 <input checked="" type="checkbox"/> Economy Act, 31 U.S.C. 1535-1536 <input type="checkbox"/> Government Employees Training Act, 5 U.S.C. 4103-4119 <input type="checkbox"/> 39 U.S.C. 411 (United States Postal Service) <input type="checkbox"/> 22 U.S.C. 2357(a), (foreign governments) <input type="checkbox"/> Other (specify) _____
8. FINANCING (REQUESTING AGENCY) a. Agency Location Code (ALC): b. Agency Accounting Data: c. Finance Office/Billing Address (do not abbreviate): d. Finance Office Contact Name and Telephone Number: e. Finance Office Fax Number: 		12. FINANCING (PERFORMING AGENCY) a. Allowance Index/Project Code: b. Income Index/Project Code: c. OPM/ES Finance Office Contact Name and Telephone Number: Director: Ibsen Morales (202) 606-1169 Budget Analyst: Monika Dechat (202) 606-1282 13. OPM/ES USE ONLY: <input type="checkbox"/> Draw Down <input type="checkbox"/> New Agreement <input type="checkbox"/> Contract Delivered in Full <input type="checkbox"/> Amendment OPM Project Code:
9. AUTHORIZED APPROVALS (REQUESTING AGENCY) Program Office Name (printed) & Signature: _____ Date: _____ Finance/Contracting Office Name (printed) & Signature _____ Date: _____ 		14. AUTHORIZED APPROVALS (OPM) Program Office Name (printed) & Signature: _____ Date: _____ ES/CFO Name (printed) & Signature: _____ Date: _____

CONDITIONS OF AGREEMENT

1. Funding. Unless otherwise noted on the Form 1616, upon execution of this agreement, the requesting agency will advance to OPM the dollar amount specified in block 2 of the Form 1616. Agencies will be billed in advance via OPAC, if available, or invoiced appropriately. Agencies have the option to mail payment to U.S. Office of Personnel Management, P.O. Box 82, Washington, D.C., 20044. Payments for "draw down" agreements will be made in accordance with the pricing schedule, attached as an appendix to this agreement, and are due when the order is placed.

2. Duties. The respective duties of OPM and the requesting agency are set out in the attached Statement of Work.

3. Compliance with Applicable Laws. Both parties agree to comply with authorities cited in this agreement. Both parties also agree to comply with any laws or regulations related to the Privacy Act, the FOIA, and GPO Printing laws and regulations that apply. Specifically, the recipient agrees to comply fully with OPM requirements to avoid statistical disclosure and agrees to make no attempts to identify individuals through data manipulation. Unless otherwise mutually agreed to, the data are supplied solely for statistical research. The recipient further agrees to safeguard any data containing personal identifiers in accordance with OPM's privacy and security standards. Any proposed publication for public information of data delivered under this agreement shall be approved by OPM prior to publication.

4. Amendments or modifications of the agreement. Any amendments or modifications of this Agreement must be made in writing and agreed to by both OPM and the requesting agency. To modify prices on a pricing schedule (if applicable), the party proposing to modify the prices must notify the other party 90 days in advance of the proposed change. The other party must respond to the proposed change within 45 days of receipt of the proposed change. Individual fiscal year agreements may be renewed by the execution of a new Form 1616, provided that sufficient funds are available to the requesting agency for obligation.

5. A-76 Certification. This certification is required by OMB Circular A-97 from all State and Local governments (including DC government). OMB Circulars A-76 and a-97 are incorporated by reference into this agreement. These circulars are published at the OMB web site, <http://www.whitehouse.gov/OMB/circulars>.

In accordance with the policies set forth in circular A-76, the requesting agency certifies

that the services ordered pursuant to this agreement cannot be procured reasonably and expeditiously through ordinary business channels.

6. Publication or Sharing Results. If either party publishes or shares any results coming within the sphere of its responsibility, they shall submit a proposed release to the cooperating party for prior review. Publication may be joint or independent, as agreed upon, always giving due credit to the cooperation and recognizing within proper limits the rights of the individuals doing the work. Software and documents may not be shared or used beyond the scope specified in the Statement of Work.

7. Disputes. OPM and requesting agency employees responsible for the administration of this agreement are the program office contacts identified in blocks 6b & 10b on the Form 1616. Disputes must be submitted in writing to either of these persons. Any disputes that are not resolved at this level may be referred to the appropriate program director within OPM's Employment Service, whose decision is final.

8. Terminations. Either OPM or the requesting agency may terminate this agreement at any time by sending written notice to the program office contact in writing 30 days prior to the effective date of the termination. OPM will be entitled to sufficient funds as necessary to cover the expenses incurred for terminating this Agreement and will provide a final accounting of the expenses to the requesting agency 30 days after receipt of the termination notice.

9. Property. Property purchased from funds supplied under this agreement shall become an asset of the agency bearing the cost of acquisition (The Economy Act of 1932, as amended (31 U.S.C. 1535-1536, 33 Comp. Gen. 565)), unless otherwise agreed to by the cooperating parties.

10. Duration of the agreement. Agreements contemplating performance extending beyond the fiscal year will be renewed automatically provided the agencies have executed a new Form 1616 and sufficient funds are available to the requesting agency for obligation.

11. Whole Agreement. This agreement, including the attached Statement of Work, constitutes the entire agreement between OPM and the requesting agency regarding the subject matter of this Agreement.

INSTRUCTIONS FOR COMPLETING OPM FORM 1616-ES Version

Block 1: (Optional) This number is used by the requesting agency for tracking and reference purposes. Agency calls to OPM regarding this agreement can reference this number along with the OPM/ES project code in Block 13.

Block 2: (Required) This is the estimated amount of the product or service to be performed by OPM.

Block 3: (Required) This is the date OPM plans to begin work on the product/service.

Block 4: (Required) This is the date OPM plans to complete work on the product/service.

Block 5: (Required) This block is used to indicate type of products or services to be provided. For "See attached Statement of Work" please write in the title and date of the attached statement of work.

Block 6: (Required) Requires full agency name and address (spell out completely). This information will be used as the mailing address for all correspondence regarding the product/service you are requesting. Please inform the OPM Program Office contact of any change in contacts, mailing addresses, payment, or request.

Block 7: (Optional) Identify point of delivery (e.g., loading dock, room number, etc.). Point of contact will be used as the receiving agent for delivery and overnight services.

Block 8: (Required) Enter requesting agency's Agency Location Code (ALC) in **8a**; Enter specific agency accounting data in **8b**; Enter requesting agency's Finance Office/Billing address in **8c**; Enter Finance Office name and fax number in **8d** and **8e**.

Block 9: (Required) Authorized signed approval by requesting agency's Program Office and Finance Office.

Block 10: (Completed by OPM) Name and address of the OPM Service Center or Office responsible for providing specific product/service.

Block 11: (Completed by OPM) Statutory authorization covering this agreement.

Block 12: (Completed by OPM) OPM financial information.

Block 13: (Completed by OPM) Block 13 is used by OPM only. In conjunction with the Requesting Agency No. in block 1, the number shown in this block, OPM Project Code, is entered in OPM's financial system for tracking and reference purposes. Reimbursable agreements without a valid OPM Project Code, are not final approved agreements. Requesting agency program and finance offices should coordinate procedures to ensure files contain final approved agreements.

Block 14: (Completed by OPM) OPM's authorized signatures.

NOTE: OPM requires one (1) complete copy with original signatures. However, please submit additional copies if original signatures are required by the requesting agency. Attach all related correspondence (e.g., order form(s), statement of work, etc.) when submitting and indicate number of attachments in block 5. You may fax a complete copy of your request to the Program Office contact identified in block 10b and 10c to initiate processing; as long as the original documents are mailed the same day. If you have any questions, please contact the Program Office listed in block 10b.