

U.S. OFFICE OF PERSONNEL MANAGEMENT INTERAGENCY AGREEMENT BETWEEN FEDERAL AGENCIES FOR DEVELOPMENT OF HUMAN RESOURCES		1a. Agreement Number:	1b. Amendment Number:
		2. Fiscal Year:	3. Agreement Ceiling:
4a. Requesting Agency and Program Office:		5a. Performing Organization: U.S. Office of Personnel Management Training and Management Assistance Division, OHRD, OWR 1900 E Street, NW, Room 1453 Washington, DC 20415-2100	
4b. Contact Name and Telephone Number		5b. Project Manager Contact and Telephone Number:	
4c. Finance Office Contact and Billing Address (Requesting Agency):		5c. Finance Office Contact and Telephone Number: Office of the Chief Financial Officer, (202) 606-1101	
		6. Funding Authority:	
		a. Previous Agreement Total:	
		b. New Authority (this form):	
		c. Total Authority:	
7. Title of Project (Attach a Detailed Statement of Work):			
8. Statutory Authorization:			
9. List of Related Correspondence:			
10. DURATION: EFFECTIVE DATES OF PROJECT			
a. Effective Date:		b. Ending Date (Estimate):	
11a. METHOD OF PAYMENT:			
OPAC (Treasury On-Line Payment and Collection System) - ALC required, see Block 12c.			
SF-1081		SF-1080	
		Other Explain)	
11b. TIMING OF PAYMENT:		Progress Billing (work completed)	
Advanced Billing			
12. FINANCING (REQUESTING AGENCY)		13. FINANCING (PERFORMING AGENCY)	
a. Appropriation Symbol and Title:		a. Appropriation Symbol and Title: 24X4571	
b. Agency Accounting Data:		b. Index and Project Code, Object Class, Phase, Program Year:	
c. Treasury Agency Location Code (ALC):		c. Treasury Agency Location Code (ALC): 24-000001	
14. APPROVAL FOR REQUESTING ORGANIZATION		15. APPROVAL FOR PERFORMING ORGANIZATION	
Signature:	Date:	Signature:	Date:
Typed or Printed Name:		Typed or Printed Name: Sarah D. Adams	
Title:		Title: Director, OHRD, OWR	

INTERAGENCY AGREEMENT TERMS AND CONDITIONS

1. General.

OPM Form 1617, the Statement of Work, and appropriate funding documents constitute an Interagency Agreement between the Requesting Agency listed in Block 4 and the U.S. Office of Personnel Management. This agreement is in effect when signed by both parties.

2. Legislative Authority.

This interagency training development program is governed by the Government Employees Training Act (5 U.S.C. Chapter 41), OPM Revolving Fund Authority (5 U.S.C. 1304) and Executive Order 11348. This program is also governed by the Federal Procurement Act (41 U.S.C. 423), ethics and prohibited practices Executive Order 12674, Government Printing Office requirements, the Privacy Act, and the Freedom of Information Act. Both parties agree to comply with all authorities cited in this agreement.

3. Financing.

Charges for products will be firm, fixed priced and shall be comprehensive and based on actual direct and indirect costs. OPM will charge a 12% management fee for all work orders issued. The ultimate and actual cost of the project can only be determined after receipt of a management plan, usually within first 30 days after the start of the project. The actual cost will be communicated to the requesting agency. If the actual cost exceeds the funds obligated with this agreement, the Statement of Work scope may have to be narrowed or additional funds must be obligated. If the actual cost is less than the amount obligated, OPM will return excess funds immediately.

4. Modifications.

Any changes in the terms of this agreement, modification of the Statement of Work, changes in economic factors not presently known, etc., must be made in writing and agreed to by both the requesting and performing agencies.

5. Contract Management and Administration.

OPM maintains and manages contracts with a group of firms for *Research and Development in Instructional Systems Development, Performance Management, and Workforce Productivity*. OPM is responsible for all aspects of contract administration, including modification of task orders, final selection of contractor, quality assurance, and quality control.

6. Project Management.

OPM will manage the project on behalf of the requesting agency. The results of the project will be products and not services. OPM project management duties will include soliciting price quotations, issuing work orders and purchase orders for products, modifications to work orders and purchase orders, formal acceptance of products, and certifying invoices for payment.

The client agency is responsible for providing subject matter experts as content providers and official product reviewers. The client agency is also responsible for performing all product reviews in a timely manner. Both parties agree to activate the project within a reasonable length of time.

7. Disclosure.

In addition, the requesting agency agrees to comply fully with OPM requirements to avoid statistical disclosure and agrees to make no attempt 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.

8. Property

Non-expendable property, especially computer hardware and software, purchased from funds supplied under this agreement shall become an asset of the agency bearing 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.

9. Cancellation.

This agreement is subject to cancellation, by written memo, by either party with the understanding that OPM shall be reimbursed for costs of all completed and partially completed work as of the effective date of cancellation. After final accounting, the remaining balance in the project account will be returned to the client agency.

10. Project Completion and Closeout.

When all deliverables related to the Statement of Work have been accepted by the client agency, OPM will conduct a written project evaluation and final accounting of project costs. The agency account will be closed and any remaining funds will be returned to the client agency immediately.