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CPSC-IAG-00-1175

6902
5/24/00

INTERAGENCY AGREEMENT

Agreement # RA0052

Between the

National Transportation Safety Board

and the

U.S. Consumer Product Safety Commission

for

Reimbursement for the National Transportation Safety Board's (NTSB's) portion of the FINANCIAL MANAGEMENT SYSTEM 3.0 Training.

1. **PURPOSE**

This Interagency Agreement (IAG) sets forth the terms and conditions for the reimbursement of the NTSB portion of funding for the Financial Management System FINASST) Version 3.0 (Payments Management and Receipts Management Module) Training. The total cost of the training shall be evenly split between the NTSB and CPSC.

2. **AUTHORITY**

This IAG between NTSB and CPSC is entered into pursuant to section 403 of the Government Management Reform Act of 1994 (GMRA), 31 U. S C. 501 (Note), Pub L 103-356, 108 Stat. 3410, the Economy Act of 1932, as amended, 31 U.S.C. 1535 to 1536; and Section 27(g) of the Consumer Product Safety Act, as amended, 15 U S C 2076(g). NTSB has determined the services to be provided pursuant to this IAG are in the best interest of the United States Additionally, CPSC's contractor, ICF Consulting on GSA Schedule 70 (Contract No. GS-35F-4121D) use product has the capabilities and expertise to provide the services requested

3. **BACKGROUND**

NTSB has replaced their Financial Management System software with (FINASST), a system developed by ICF Consulting. In order for the NTSB staff to better understand the FINASST Version 3 0, it has become imperative that NTSB take this course because major enhancements were made to the Receipts Management Module and major functionality was changed in the Payments Management Module By completing this course, it will enable the NTSB staff to be more familiar with the new software product, learn more of the system's capabilities, and learn effective and efficient methods of entering, analyzing and retrieving data In order to save NTSB funds, the

Project Officer negotiated with CPSC to pay one-half the cost and train five (5) employees. This will help develop a relationship with the other agencies using FINASST and reduce costs to NTSB by this joint arrangement.

4. **DESCRIPTION OF SERVICES**

a Pursuant to this IAG, CPSC's, Contractor, ICF Consulting shall develop and present a training course at NTSB's training facility. The class shall be three days (3) days for the Receipts Management Module and three days (3) days for the Payments Management Module, for total of ten (10) users NTSB and CPSC will provide five (5) students each. CPSC also provide up to three (3) observers. NTSB will provide up to 2 observers for each session

b. FINASST Course of Instruction shall cover the following·

1. Overview of changes as a result of Version 3 0
2. Background Information
3. Input information
4 New/change table maintenance required for each of the modules
5 Description of new queries available for each module and how to use them, including written documentation
6 Description and instructions on how to make changes and correction of errors including both oral and written instructions.
7 Description and instructions on how to generate any new reports.
8. Answer all questions related to release 3.0. Students, through their project offices, may ask and receive answer to questions directly related to the classes within 30 calendar days after the last class. IF ICF Consulting cannot provide immediate answers to release 3.0 questions, official responses must be addressed in writing within 10 working days.

c. CPSC's Contractor, ICF Consulting shall provide NTSB a minimum of one copy of the basic training software no less than ten (10) calendar days prior to the beginning of the class NTSB will ensure that the training room and PCs are ready for the training

5. **DELIVERY OR PERFORMANCE**

The following items shall be performed or delivered in accordance with the following schedule

DELIVERABLE ITEMS	QUANTITY	SCHEDULE
a. Payments Management Module	3 days	June 6 through June 12, 2000
b. Receipts Management Module	3 Days	June 14 through June 16, 2000
c ICF Consulting Provide a copy of the training software package (Version 3 0)	1 ea.	Ten (10) calendar days prior to the first day of training

d. Installation of Version 3 in the Training Environment at NTSB.	1 ea.	Ten (10 calendar days prior to The first day of training.
e. Successful Testing of Training Environment	1 ea.	Seven (7) calendar days prior to the first class.
f. Re-test Training Environment (See Section 4.c.)	1 ea.	Two hours prior to the first training session.
g. Answer questions relating to Training		Up to 30 days after last class.
h. Appropriate training materials	15	One set of materials for each student at the start of the class.

6. **PERIOD OF PERFORMANCE AND MODIFICATION**

This IAG is effective upon the date of the signature of the last party signing this agreement and shall remain in effect until July 17, 2000. This IAG may be terminated upon 30 calendar days written notice from either NTSB or CPSC to the other party. This IAG may be modified by mutual written agreement between the parties

7. **PRICING AND FUNDING**

The joint price of the training shall not exceed $19,912.00. NTSB's portion of the joint price will be one-half the cost or $9,956.00. NTBS will reimburse CPSC under this Interagency Agreement using FY 2000 funds in the amount of $9,956.00. ~~Funding will be paid pending the availability of FY 2000 funds~~. Under this Interagency Agreement, CPSC shall invoice NTSB via OPAC under NTSB agency location code 95-03-0001 dph w/CPSC

a. Payments for work completed shall be made within approximately thirty (30) calendar days of the billing dates by OPAC. CPSC Station Symbol is 61-00-0001.

b. Billing shall be charged after the training is completed to the following NTSB accounting and appropriation data

9500310 17xx none none 2533 1701 FOR CPSC: 00 EXOB-PS 2610.00 0099609 25.2201

c. Requests for payment shall be sent to:
Bill Mills
Room 6200
National Transportation Safety Board
490 L'Enfant Plaza East, S.W.
Washington, DC 20594

d. Inquiries regarding payment should be directed to the above-named payment officer. Problems related to the late payment of an invoice should be directed to:
National Transportation Safety Board

490 L'Enfant Plaza East, S W.
Washington, DC 20594

Bill Mills
Room 6200
National Transportation Safety Board
490 L'Enfant Plaza East, S W

8. **FINASST TRAINING SOFTWARE**

CPSC and its contractor shall provide the most current version (3 C) release of training software available.

9. **NTSB LIAISON OFFICERS-CPSC SERVICE REPRESENTATIVES**

The following staff shall be responsible for all contacts between The Consumer Project Safety Commission and the National Transportation Board regarding this IAG:

NTSB LIAIATON OFFICERS

Name	Phone Number	Agency
Primary.		
Bill Mills	202 314-6265	NTSB
Alternate		
Dave Burgman	202 314-5242	NTSB

Address.
National Transportation Safety Board
490 L'Enfant Plaza East, S.W.
Washington, DC 20594

CPSC SERVICE REPRESENTATIVES

Name	Phone Number	Agency
Primary:		
Gene Barber, Systems Accountant	301-504-0018 ext 1128	CPSC
Alternate.		
Deborah Peebles Hodge Director, Division of Financial Services	301-504-0018 ext 1132	CPSC

Address.

Consumer Product Safety Commission
Directorate for Administration

Division of Financial Services, Room 522
4330 East-West Highway
Bethesda, MD 20814

c. ICF CONSULTING CONTACT

Name	Phone Number	Contractor
Carol Doshier Project Manager	(703) 934-3408	ICF CONSULTING
Eric Dressler, Vice President for Business Development	(703) 934-3272	ICF CONSULTING

10. **ITEMS OR PROPERTY TO BE FURNISHED BY NTSB**

NTSB will provide access to CPSC personnel and its Contractor to NTSB facilities and personal computers as required and information on current systems in coordination with NTSB'S Information Technology Office.

11. **DISAGREEMENTS**

In the event that NTSB and CPSC have a disagreement arising under this interagency agreement, the parties shall cooperatively seek to resolve the disagreement by themselves If the disagreement cannot be resolved between them, the parties agree to seek the assistance of a third party in resolving the disagreement

12. **FASA COMPLIANCE**

As the servicing agency, CPSC agrees to act in full compliance with Section 1074 of the Federal Acquisition Streamlining Act (FASA) of 1994 entitled ECONOMY ACT PURCHASES

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13. APPROVED and ACCEPTED by:

NATIONAL TRANSPORTATION SAFETY BOARD

BY _____

Name: Mitchell A. Levine

Title: Chief Financial Officer

Date. 5/15/00

CONSUMER PRODUCT SAFETY COMMISSION

By: _____

Robert J. Frost
Contracting Officer

Date. 5/22/00

INTERAGENCY AGREEMENT RA0052

(FINASST VERSION 3 0 Training)