IAG# CPSC-I-00-1150

INTERAGENCY AGREEMENT Number CPSC-I-00-1150

BETWEEN THE

CONSUMER PRODUCT SAFETY COMMISSION

AND THE

GENERAL SERVICES ADMINISTRATION

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I. Introduction:

The Consumer Product Safety Commission (CPSC) and the General Services Administration (GSA) hereby agree that GSA shall provide payroll support services to CPSC in accordance with the terms and conditions set forth under Article III, Description of Work. As part of CPSC's responsibilities, CPSC sends payroll related information to GSA, Kansas City, MO., twice weekly via contract air courier. The information related to payroll includes, but is not limited to, SF-50's (Request for Personnel Action) and Payroll Accounting and Recording System (PAR) Payroll Action Input. GSA inputs this information into the PAR system.

II. Subject: Fiscal Year 2000 Payroll Support Services

III. Description of Work:

A. GSA shall furnish all necessary payroll support functions as provided by PAR, including issuance of payroll checks, savings bonds, pay and leave statements, as well as associated accounting reports including, but not limited to:

1. premium pay validation reports
2. agencywide budget reports
3. quarterly overtime reports
4. consolidated payroll reports

B. GSA shall transmit electronically, biweekly payroll/personnel data from GSA, Kansas City, to the Health and Human Services, Information Technology Service (formerly FDA Parklawn Computer Center) or other designated facilities,as necessary. In addition, GSA shall arrange for the issuance of payroll checks and/or electronic pay transfers to employee accounts.

C. GSA shall provide data for the SF-113A (Monthly Report of Federal Civilian Employment) to the CPSC Office of Human Resources Management (EXHR) by the 10th of each month reflecting information for the preceding month. Subsequently, CPSC will forward the completed report directly to the Office of Personnel Management (OPM) by the 15th of each month.

D. GSA shall produce the SF-113G(Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment) to EXRM by the 10th of each month reflecting information for the preceding month. Subsequently CPSC will also forward this report directly to OPM by the 15th of each month.

E. GSA shall forward records of retirement withholdings and earnings (SF-2806-CSR, SF-3100-FERS) to OPM within three weeks of receipt of separation.

F. GSA shall utilize the Electronic Time and Attendence Management System (ETAMS).

IV. Liaison Officers:

For GSA:
Brenda Robinson
Payroll Policy Staff
General Services Administration
Heartland Finance Center
1500 E. Bannister Rd.
Room ~~1107~~ 2058
Kansas City, MO. 64131
(816)926-1838 FTS
(816)926-5606 FAX

For CPSC:
Brent Lawson (alt. Jackie Taylor)
Operations Branch
Office of Human Resources
Consumer Product Safety Commission
Washington, D.C. 20207
(301)504-0100(x1157 or x1170) FTS
(310)504-0124 FAX

V. Estimated Reimbursable Costs:

CPSC will reimburse GSA for actual costs incurred. The cost of the above described payroll services for fiscal year 2000 is estimated to be $39,852.00.

VI. Method of Payment:

A. Reimbursement will be made within approximately 30 calendar days of the billing date by OPAC. GSA's Agency Station Symbol is 47-00-0016.

B. Billing for all agreed-to-costs shall be chargeable to the following CPSC accounting and appropriation data: 00 EXRM-CC 2500.00 0099923 25.3401

VII. Period of Agreement:

The period of this agreement shall begin on October 1, 1999 and shall expire on September 30, 2000.

VIII. Cost Computation:

The cost of the above payroll services for the fiscal year cited above is estimated to be $39,852.00, based on an average of 492 paid employees at a rate of $66.00 per employee per year. In addition to the basic $66.00 per person rate, there is $15.00 per person for ETAMS, for a total per person rate of $81.00. The $39,852 will be billed quarterly, in advance, to the account of the Consumer Product Safety Commission. At the onset of the third quarter, GSA shall inform CPSC of the actual number of staff being charged against the agreement and resultant dollar increase/decrease if applicable. The charge may be adjusted, if necessary, in the fourth quarter of the fiscal year to conform to actual costs incurred. If additional funding is required in the fourth quarter, GSA shall provide written notification, with explanation to CPSC of the additional funding requirement.

IX. Authorities:

Pursuant to the authority of the Federal Property and Administration Services Act of 1949, 63 Stat. 377, as amended, 31 U.S.C. 1535, the Economy Act of 1932, as amended, and Section 27(g) of the Consumer Product Safety Commission Act, as amended, 15 U.S.C. 2076(g); the General Services Administration and the Consumer Product Safety Commission hereby agree that GSA will provide payroll support services to CPSC for the period of October 1, 1999 through September 30, 2000.

X. Disagreement~~s:~~

In the event that CPSC and ~~GSA 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 pa~~rties a~~gree to seek the assistance of a third party in resolving the disagreement.

XI. FASA Compliance:

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

APPROVED and ACCEPTED by:

General Services Administration	Consumer Product Safety Commission
By: Jani Willis	By:
Name: JANI WILLIS	Name: ROBERT J. FROST
Title: DIRECTOR, HEARTLAND FINANCE CENTER	Title: CONTRACTING OFFICER
Date: 11/16/99	Date: 11/24/99

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