

United States Government  
 Interagency Agreement (IAA) – Agreement Between Federal Agencies  
 General Terms and Conditions (GT&C) Section

IAA Number CPSC-I-16-0014 - 0000 -  
 GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	US Consumer Product Safety Commission
	Address	4330 East West Highway Bethesda, MD 20814-4408
		U.S. Office of Personnel Management Data Warehouse 1900 E. St. NW, Room B469J Washington, D.C. 20415
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken)		
<input checked="" type="checkbox"/> New		
<input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made.		
<input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
10-01-2015 <sup>TCC</sup>		
5. Agreement Period Start Date <u>01-20-2016</u> End Date <u>09-30-2016</u> of IAA or effective cancellation date		
MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.		
Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/>		
Other Renewal <input type="checkbox"/> State the other renewal period: _____		
No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
OPM Revolving Fund Authority, 5 U.S.C. Section 1304(f)		
Note: Specific advance amounts will be captured on each related Order.		

United States Government  
 Interagency Agreement (IAA) – Agreement Between Federal Agencies  
 General Terms and Conditions (GT&C) Section

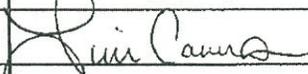
IAA Number CPSC-I-16-0014 - 0000 -  
 GT&C #                      Order # Amendment/Mod #

<p>9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)          (Optional for Assisted Acquisitions)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Direct Cost _____</td> <td style="width:40%; text-align:right;">\$8,491.51</td> </tr> <tr> <td>Overhead Fees &amp; Charges _____</td> <td></td> </tr> <tr> <td>Total Estimated Amount _____</td> <td style="text-align:right;">\$8,491.51</td> </tr> </table>		Direct Cost _____	\$8,491.51	Overhead Fees & Charges _____		Total Estimated Amount _____	\$8,491.51	<p>Provide a general explanation of the Overhead Fees &amp; Charges</p>				
Direct Cost _____	\$8,491.51											
Overhead Fees & Charges _____												
Total Estimated Amount _____	\$8,491.51											
<p>10. STATUTORY AUTHORITY</p> <p>a. Requesting Agency's Authority (Check One)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Franchise Fund</td> <td style="width:15%;">Revolving Fund</td> <td style="width:20%;">Working Capital Fund</td> <td style="width:30%;">Economy Act (31 U.S.C. 1535/FAR 17.5)</td> <td style="width:20%;">Other Authority</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input checked="" type="checkbox"/></td> </tr> </table> <p>Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority Section 27(g) of the Consumer Product Safety Act, 15 U.S.C. 2076(g)</p>		Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<p>b. Servicing Agency's Authority (Check One)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Franchise Fund</td> <td style="width:15%;">Revolving Fund</td> <td style="width:20%;">Working Capital Fund</td> <td style="width:30%;">Economy Act (31 U.S.C. 1535/FAR 17.5)</td> <td style="width:20%;">Other Authority</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input checked="" type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table> <p>Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority OPM Revolving Fund Authority, 5 U.S.C. Section 1304(f)</p>		Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<p>11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)</p>          												
<p>12. Roles &amp; Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)          See attached Terms of Reference (TOR).</p>          												



United States Government  
 Interagency Agreement (IAA) – Agreement Between Federal Agencies  
 General Terms and Conditions (GT&C) Section

IAA Number CPSC-I-16-0014 - 0000 -  
 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)		
21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)		
22. Annual Review of IAA		
By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).		
<b>AGENCY OFFICIAL</b>		
The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.		
The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.		
Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.		
<b>23.</b>	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name	Linda Delaney	Tim Cannon
Title	CPSC Contracting Officer	Data Warehouse Financial & PMO Manager
Telephone Number(s)	(301) 504-7849	(202) 606-4353
Fax Number	(978) 244-8640	(202) 606-1004
Email Address	ldelaney@cpsec.gov	Tim.Cannon@opm.gov
SIGNATURE		
Approval Date	1/20/14	1/13/2014



**IAA Order**

IAA Number CPSC-I-16-0014 -            -                 Servicing Agency's Agreement  
 GT&C #                      Order #      Amendment/Mod #      Tracking Number (Optional)           

<b>28. Order Line/Funding Information</b>													Line Number <u>          </u>											
						<b>Requesting Agency Funding Information</b>						<b>Servicing Agency Funding Information</b>												
ALC		61-00-0001						24-000001																
Component TAS Requested by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB								
											024			X	4571	024								
OR Current TAS format		61-0100																						
BETC		DISB						COLL																
Object Class Code (Optional)																								
BPN		DUNS: 069287522						791188589																
BPN + 4 (Optional)		TIN: 520978750																						
Additional Accounting Classification/Information (Optional)		0100A16DSE 2016 9995400000 EXIT002400 253P0 US TREAS CODE: 61160100																						
Requesting Agency Funding Expiration Date <u>09-30-2016</u> MM-DD-YYYY									Requesting Agency Funding Cancellation Date <u>09-30-2021</u> MM-DD-YYYY															
eOPF Maintenance Support for FY16																								
<b>Project Number &amp; Title</b>																								
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) eOPF Maintenance Support for FY16. See Terms of Reference (TOR).																								
North American Industry Classification System (NAICS) Number (Optional) <u>          </u>																								
<b>Breakdown of Reimbursable Line Costs</b>									<b>OR</b>								<b>Breakdown of Assisted Acquisition Line Cost:</b>							
Unit of Measure								Contract Cost		\$														
Quantity	Unit Price	Total						Servicing Fees		\$														
1	\$8,491.51	\$ 8,491.51						Total Obligated Cost		\$ 0.00														
Overhead Fees & Charges		\$						Advance for Line (-)		\$														
Total Line Amount Obligated		\$ 8,491.51						Net Total Cost		\$ 0.00														
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation																
Net Line Amount Due		\$ 8,491.51																						
<b>Type of Service Requirements</b>																								
<input type="checkbox"/> Severable Service <input checked="" type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																								

IAA Order

IAA Number CPSC-I-16-0014 -                      -                           Servicing Agency's Agreement  
                    GT&C #                      Order #      Amendment/Mod #      Tracking Number (Optional)                     

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ 8,491.51 [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- Straight-line - Provide amount to be accrued \$                      and Number of Months
- Accrual Per Work Completed - Identify the accounting posting period:
  - Monthly per work completed & invoiced
  - Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: \$ 8,491.51  
[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- Other Attachments (Optional)

TOR

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- Requesting Agency Initiated IPAC       Servicing Agency Initiated IPAC
- Credit Card       Other - Explain other payment method and reasoning

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

Advance Billing

- Monthly       Quarterly       Other Billing Frequency (include explanation)

34. Payment Terms (Check One)

- 7 days       Other Payment Terms (include explanation):

IAA Order

IAA Number CPSC-I-16-0014 -                      -                           Servicing Agency's Agreement  
 GT&C #                      Order #      Amendment/Mod #      Tracking Number (Optional)                     

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS  
 The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Linda Delaney	Tim Cannon
Title	CPSC Contracting Officer	Data Warehouse Financial & PMO Manager
Telephone Number	(301) 504-7849	(202) 606-4353
Fax Number	(978) 244-9640	(202) 606-1004
Email Address	ldelaney@cpsec.gov	Tim.Cannon@opm.gov
SIGNATURE	<i>Linda Delaney</i>	<i>Tim Cannon</i>
Date Signed	1/20/16	1/15/2016

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	James Baker	
Title	Budget Officer	
Telephone Number	(301) 504-7575	
Fax Number		
Email Address	jbaker@cpsec.gov	
SIGNATURE		
Date Signed	jbaker@cpsec.gov	

Digitally signed by  
 jbaker@cpsec.gov  
 DN: cn=jbaker@cpsec.gov  
 Date: 2016.01.15 11:10:25 -0500'

IAA Order

IAA Number CPSC-I-16-0014

GT&C # \_\_\_\_\_

Order # \_\_\_\_\_

Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement

Tracking Number (Optional) \_\_\_\_\_

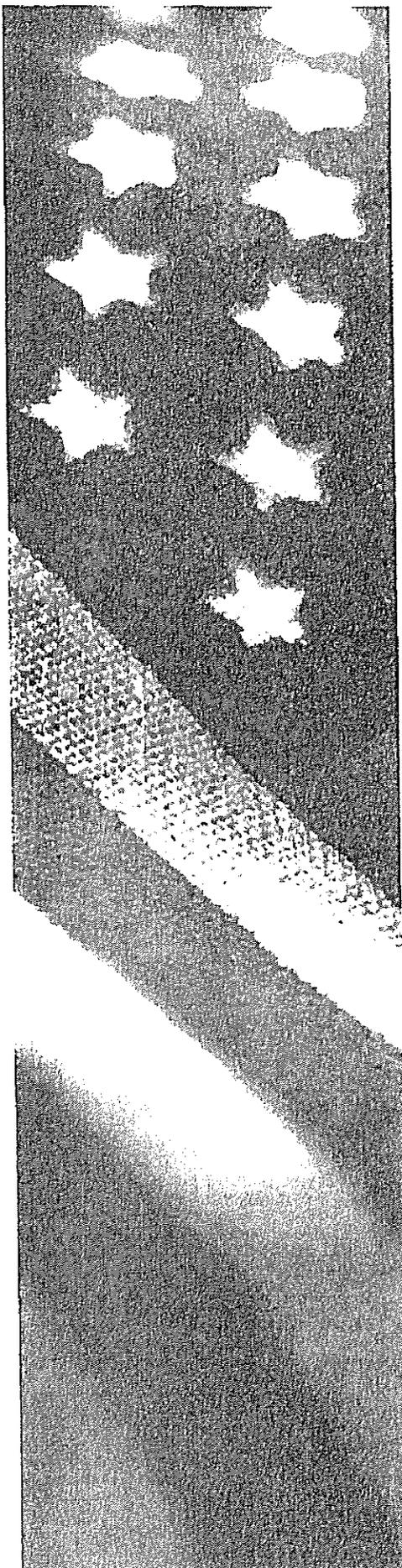
CONTACT INFORMATION

**FINANCE OFFICE Points of Contact (POCs)**  
 The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Debbie Young	Clyde Pendleton
Title	Payment Officer	Accounts Receivable
Office Address	CPSC Account Payable Br. AMZ-160 PO 25710, Oklahoma City, OK 73125	Shepherdstown, WV
Telephone Number	(405) 954-7647	(304) 870-8023
Fax Number		
Email Address	9-AMC-AMZ-CPSC-Accounts-Payable@cp	Clyde.Pendleton@opm.gov
Signature & Date (Optional)		

**40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)**  
 This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Beth Schwab	
Title	Supervisory HR Specialist	
Office Address	4330 East West Highway, Room 523 Bethesda, MD 20814-4408	
Telephone Number	(301) 504-7214	
Fax Number	(301) 504-0432	
Email Address	bschwab@cpsc.gov	
Signature & Date (Optional)	<i>Beth Schwab</i> 7-14-16	
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

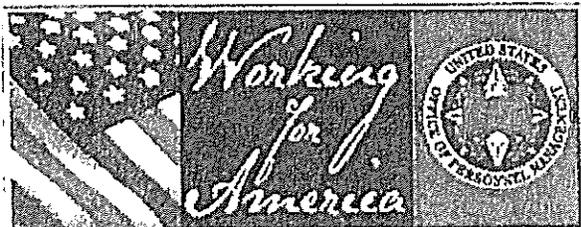


**Data Warehouse Program**  
(formerly Enterprise Human Resources Integration  
(EHRI))

**TERMS OF REFERENCE**  
**Electronic Official Personnel Folder**  
**Hosting and Maintenance FY16**  
**Consumer Product Safety Commission**

**From:** Data Warehouse Program  
Federal Data Solutions  
Office of the Chief Information Officer  
U.S Office of Personnel Management  
1900 E Street NW, Room B469  
Washington, DC 20415

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



**CPSC-I-16-0014**  
**TERMS OF REFERENCE**  
**Electronic Official Personnel Folder (eOPF)**  
**Hosting and Maintenance**  
**Consumer Product Safety Commission**

**I. Statement of Legal Authority**

The Program Management Office (PMO) of the U.S. Office of Personnel Management's (OPM) Data Warehouse Program (DW) provides services and product support as described below to the Consumer Product Safety Commission (hereinafter referred to as "the Agency"), pursuant to authority of the Revolving Fund Act (5 USC Section 1304 (f)). This Terms of Reference (TOR) document establishes the business relationship between DW and the Agency.

**II. Purpose**

This TOR is intended to serve as the basis for a common understanding between the DW PMO and the Agency regarding eOPF hosting and maintenance and the scope of services and support that will be provided.

**III. Scope**

The scope of this TOR encompasses all of the services required to support maintenance of DW systems for the Agency. Services include the following:

- 1) Licenses Maintenance and software upgrades:
  - a) Each eOPF license that is purchased in a given fiscal year gives the agency the right to have one active eOPF for that year.
  - b) Periodic upgrades to the eOPF software. Upgrades will be announced during the User Group Meetings or through e-mail distribution to the User Group community.
- 2) Software Hosting Operations: Apportioned charges for services include infrastructure hardware and software maintenance, vulnerability analysis/testing, eOPF and infrastructure/software upgrades and testing, service monitoring and alerting, performance monitoring, and reporting.
  - a) Hosting Environment Disaster Recovery Functionality: In the event of an unplanned data center outage affecting the infrastructure of the Data Warehouse Program the eOPF system will return to an operational status as soon as possible. The process of restoring individual agency instances will occur incrementally from the DW tape store and all agency instances would be available within 180 days. The Data Warehouse Program is in the process of relocating the DW infrastructure by the end of CY15 to two geographically dispersed data centers which will provide mutually supporting disaster recovery sites. This will ensure eOPF will be operational in the recovery location within 12 hours of declaring a disaster.
  - b) eOPF Help Desk: After receiving alerts or messages from the hosting facility, emails directly from eOPF, or a communication (phone, fax, or email) from users concerning a performance degradation or technical issue relating to the eOPF

system, the helpdesk will create a ticket, resolve Tier 1 issues, and escalate other tickets to the Agency or DW Operations within a reasonable timeframe (no later than 2 business days). The helpdesk will escalate and track issues, as appropriate, until they are resolved. Services also include:

- i) Automated case tracking
  - ii) Phone call tracking and management
  - iii) Routine reporting and metrics
  - iv) 24/7 Availability
- 3) National Personnel Records Center (NPRC) Services: After scanning of the paper OPF is completed, the paper non-record OPFs may be shipped and stored at NPRC on a temporary basis pending disposition. The NPRC services include the storage of the scanned OPFs, the associated physical and administrative transfer fees, an annual OPF reference budget of 0.5% of the scanned OPFs (i.e. returning a non-record paper OPF to the agency), and disposal of the scanned paper OPFs. Additionally, late flowing documents from the Agency following the transfer of the OPF to NPRC will be included ("interfiled") in the separated employees OPF at NPRC. The Agency allowance for interfiled documents is twice the number of separating employees in any given year. Additional charges may result if that amount is exceeded. If the 0.5% reference budget is exceeded, DW PMO may pass associated actual costs along to the agency. Any costs associated with transferring eOPFs to or from the NPRC instance will be covered by this agreement. The cost of shipping the paper OPFs to NPRC is not included, and will be accounted for separately if a shipping service is procured through DW .
  - 4) DW PMO Support: The DWPMO plays a significant role in the maintenance phase. The PMO will support all contractual, pricing, security, and any other related matters to assure a smooth and timely transition from eOPF implementation to the maintenance of eOPF.
  - 5) eOPF Toolkit: The eOPF Toolkit provides an online inventory of materials for the Agency to reference policies, procedures, and communication campaign materials. Authorized users can access reference manuals and policy documents as well as sample presentations, letters and memos through OPM's secure portal.
  - 6) Production Group Support: Following completion of all implementation activities support for Agency eOPF activity is provided by the Production Support Group. This support includes SF-50 and employee self-service document load reports and load error reports. Additionally, any conversion vendor labor required to update Day Forward Conversion Plans (DFCP), Agency Specific Business Rules, or Agency Specific Forms List will be covered by this support. However, any per image charges or related fees for day-forward conversion services are not covered (i.e. they will be charged directly to the agency separately).
  - 7) Training Database Usage: Agencies may utilize eOPF training databases on a temporary basis. Agencies should request usage (including requested duration of access) through the DWPMO.

#### **IV. Agency Responsibilities**

- 1) If the Agency is governed by Title V rules and regulations, the Agency shall use the eOPF system in accordance with the Guide to Personnel Recordkeeping (Non-Title

V Agencies that utilize the Standard Form 50 must also do so in accordance with the Guide to Processing Personnel Actions).

- 2) The Agency agrees to take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this agreement. In particular, OPM clause 1752.224-70 is incorporated by reference and the parties agree that they, including any contractors acting on their behalf, will comply with this clause. If the Agency becomes aware of a breach or potential breach, they will notify the OPM Situation Room (202 418-0111 or [sitroom@opm.gov](mailto:sitroom@opm.gov)) as well as the Contracting Officer (Elijah Anderson, (202) 606-6429, [Elijah.Anderson@opm.gov](mailto:Elijah.Anderson@opm.gov)) and the OPM OCIO at IRC-Incident@opm.gov, phone number 844-377-6109. This notification shall be made as soon as possible after the breach or potential breach is detected, but in no event later than 30 minutes after detection. The notification shall be made regardless of the time or day of the week that the breach or potential breach is detected.
- 3) The Agency will take appropriate action by instruction, agreement, or otherwise, to protect DW's Contractor's proprietary property with any third parties that are permitted access to the computer program and documentation in with the Agency's permitted use thereof.
- 4) Agencies shall contact the eOPF Helpdesk in the event that there are questions regarding upgrades to the eOPF software (the Agency shall not contact the conversion vendor for assistance).
- 5) When an eOPF help desk ticket is escalated to the Agency for resolution, the Agency shall track, work and close the ticket once resolved, within a reasonable timeframe.

#### **V. Period of Performance**

This TOR applies to Fiscal Year 2016, October 1, 2015 – September 30, 2016.

#### **VI. Funding and Costs**

Costs for conducting the Agency eOPF maintenance will be recovered by DW from the Agency through the Interagency Agreement (IAA) between DW and the Agency. Billing for this IAA will be done in advance annually, using the Agency's Agency Location Code (ALC) via the Department of Treasury's Inter-Governmental Payment and Collection system (IPAC).

#### **VII. Dispute Resolution**

The Agency agrees that any complaints, issues, or concerns regarding service through the DW PMO that are not satisfactorily addressed by the DW PMO staff will be communicated from the designated Agency eOPF Program Coordinator to the DW Director for resolution. In the event the issue remains unresolved, it will be communicated to the OPM Chief Information Officer (CIO) for resolution. If the issue is still not resolved to the satisfaction of either party, the parties agree to resolve the dispute using the dispute resolution procedures set forth in Treasury Financial Manual, Volume 1, Chapter 4700, Appendix X, § 2.4.2 (Aug. 2014) (<http://tfm.fiscal.treasury.gov/v1/p2/c470.pdf>).

