INTERAGENCY AGREEMENT	1. IAA NO. NRC-HQ-84-16-I-0006	PAGE 1 OF 18

2. ORDER NO.	3. REQUISITION NO. OCHCO-16-0207	4. SOLICITATION NO.

5. EFFECTIVE DATE	6. AWARD DATE	7. PERIOD OF PERFORMANCE
10/01/2016	09/15/2016	10/01/2016 TO 09/30/2017

8. SERVICING AGENCY
OPM
ALC:
DUNS: +4:
DATA WAREHOUSE
1900 E STREET NW
ROOM B469J
WASHINGTON DC 20415

POC Jennifer Wingerberg
TELEPHONE NO. 202-418-3243

9. DELIVER TO
US NUCLEAR REGULATORY COMMISSION-
MAIL PROCESSING CENTER
4930 BOILING BROOK PARKWAY
ROCKVILLE MD 20852
USA

10. REQUESTING AGENCY
HR
ALC:
DUNS: +4:
US NUCLEAR REGULATORY COMMISSION
ONE WHITE FLINT NORTH
11555 ROCKVILLE PIKE
ROCKVILLE MD 20852-2738

POC Fatima Shuler
TELEPHONE NO. 301-415-7044

11. INVOICE OFFICE
US NUCLEAR REGULATORY COMMISSION
ONE WHITE FLINT NORTH
11555 ROCKVILLE PIKE
MAILSTOP O3-E17A
ROCKVILLE MD 20852-2738

12. ISSUING OFFICE
US NRC - HQ
ACQUISITION MANAGEMENT DIVISION
MAIL STOP TWFN-5E03
WASHINGTON DC 20555-0001

13. LEGISLATIVE AUTHORITY
Economy Act

14. PROJECT ID

15. PROJECT TITLE
E-OPF: HOSTING & MAINTENANCE

16. ACCOUNTING DATA
2016-X0200-FEEBASED-84-84D099-51-H-156-6023-253A

17. ITEM NO.	18. SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21 UNIT PRICE	22 AMOUNT
	The Office of Personnel Management (OPM) shall provide the U.S. Nuclear Regulatory (NRC) with Hosting and Maintenance services for Electronic Official Personal Folder (eOPF). Master IAA: N/A				
00001	To award new IAA for EOPF for FY 2017				76,498.50
	The total amount of award: $76,498.50. The obligation for this award is shown in box 24.				

23. PAYMENT PROVISIONS

24. TOTAL AMOUNT
$76,498.50

25a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (SERVICING)

26a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING)

25b. NAME AND TITLE
DW Financial & PMO Manager

25c. DATE
9/14/2016

26b. CONTRACTING OFFICER
FATIMA SHULER

26c. DATE
9/16/16

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JAN 25 2017

ADM002

Federal Data Solutions
Data Warehouse Program

electronic Official Personal Folder (eOPF)
Statement of Service (SOS)

Date Sent: 09/06/2016

Requesting Agency	
Name:	Nuclear Regulatory Commission

Hosting & Maintenance

License Type	Product/Service Description	Period of Performance	Quantity	Unit Price	Total
Limited Use:	eOPF FY17 Limited-use Licenses Annual Maintenance	10/1/2016 - 09/30/2017	3,875	$ 19.50	$ 75,562.50
	eOPF FY17 Limited-use Licenses (Additional Licenses)	10/1/2016 - 09/30/2017	0	$ 20.00	$ -
		Limited Use License Total:			$ 75,562.50
Full Use:	eOPF FY17 Full-use Licenses Annual Maintenance - 1 Full-use license included for every 250 Limited Use licenses	10/1/2016 - 09/30/2017	15	$ -	$ -
	eOPF FY17 Full-use Licenses Annual Maintenance	10/1/2016 - 09/30/2017	36	$ 26.00	$ 936.00
	eOPF FY17 Full-use Licenses (Additional Licenses)	10/1/2016 - 09/30/2017	0	$ 126.00	$ -
		Full Use License Total:			$ 936.00
				SUBTOTAL	$ 76,498.50

Total Funding	$ 76,498.50

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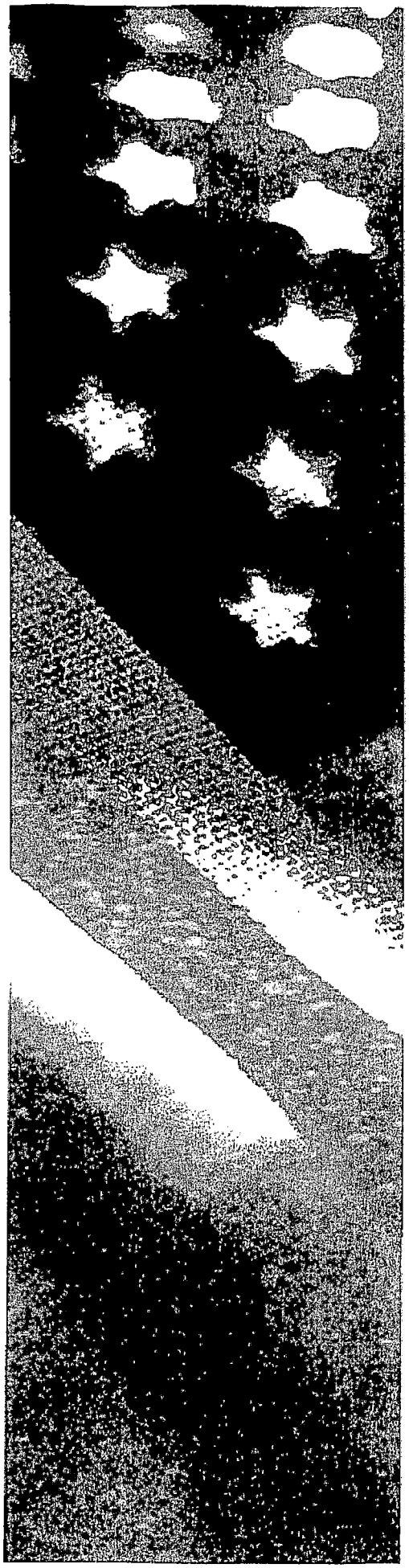

Data Warehouse
(formerly Enterprise Human Resources Integration - EHRI)

TERMS OF REFERENCE
Electronic Official Personnel Folder Hosting and Maintenance FY17
Nuclear Regulatory Commission

From: Data Warehouse
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

Working for America

TERMS OF REFERENCE
Electronic Official Personnel Folder (eOPF)
Hosting and Maintenance
Nuclear Regulatory Commission

1) Statement of Legal Authority

The Program Management Office (PMO) of the U.S. Office of Personnel Management's (OPM) Data Warehouse Program provides services and product support as described below to the Nuclear Regulatory Commission (hereinafter referred to as "Agency"), pursuant to authority of the Revolving Fund Act (5 USC Section 1304 (f)). This Terms of Reference (TOR) document establishes and describes the business relationship between Data Warehouse Program and the Agency. The TOR also describes the eOPF services to be provided by the Data Warehouse Program to the Agency Components that will be funded by the the IAA agreement.

2) Purpose

The purpose of this TOR is to establish a common understanding between the Data Warehouse PMO and the Agency regarding the management structure, the scope of services and support that will be provided by Data Warehouse, and financial control of funding provided by the Agency.

3) Period of Performance

This TOR applies to Fiscal Year 2017, October 1, 2016 – September 30, 2017.

4) Scope

The scope of this TOR encompasses a limited range of services and products required to support the eOPF system. The following is an overview of the services that are available to support the **Agency** and their components.

4.1. eOPF Implementation Services

The Data Warehouse Implementation Team will execute the eOPF implementation consistent with the approved Assessment Decision Report and the Implementation Project Plan for each covered Agency component. The Implementation Project Plan will detail project tasks, deliverables, dependencies, and durations for implementing the eOPF system for the component. The Project Plan will also identify the number of expected meetings, actions, and decisions expected of each covered Agency component.

In general, eOPF Implementation includes the following:

- Development and production environments configuration, software development and configuration, installation and configuration of the eOPF system at the hosting facility, and system testing at the development and productions environment.

- Migration of OPM version of eOPF (including previously back-file scanned folders)
- Migration to Data Warehouse hosting
- Migration from component automated OPF system to OPM eOPF system
- Payment of one-time per capita user fees, which includes any future software upgrades.
- Maintenance support to transition the Agency component to the Production Phase
- Standard eOPF training for Human Resources Specialists and System Administrators at implementation vendor's location

4.2. eOPF Maintenance Services

Annual Maintenance of the eOPF System will include the following services:

1) Software Hosting and Maintenance: 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. Charges are based on one active eOPF per employee in a given year. Inactive eOPFs can be stored and accessed in the Component's eOPF instance without paying maintenance for the inactive eOPF. Data Warehouse upgrades the eOPF software periodically. Upgrades will be announced during the User Group Meetings or through e-mail distribution to the User Group community. The Agency and their Components that have questions regarding upgrades should contact the eOPF Helpdesk.

   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 Data Warehouse tape store and all agency instances would be available within 180 days. The Data Warehouse Program is in the process of relocating the Data Warehouse infrastructure by the end of CY16 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 Data Warehouse 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

Note – When a ticket is escalated to the Agency and their Component for resolution it is the Component's responsibility to track and close the ticket once resolved.

2) National Personnel Records Center (NPRC) Services: 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 (allowing non-record OPF to be returned to the Component or made available on-line in a read only format), and disposal of the scanned OPFs. If the 0.5% reference budget is exceeded, Data Warehouse PMO may pass associated actual costs to the Agency and their Component. Any costs associated with transferring eOPFs to or from the NPRC instance will be covered by this agreement. The cost of shipping the OPFs to NPRC is not included, and will be accounted for separately if a shipping service is procured through Data Warehouse.
3) Data Warehouse PMO Support: The Data Warehouse PMO 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 assessment to the maintenance of eOPF. The Data Warehouse PMO may also offer meetings for the Agency to participate in from time to time, which may include the eOPF User Group.
4) 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.
5) Production Group Support: Following the completion of all implementation activities and a review by the Data Warehouse Implementation Manager, support for the Agency Component 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.
6) Training Database Usage: Agencies may utilize eOPF training databases on a temporary basis. Agencies should request usage (including requested duration of access) through the Data Warehouse PMO.

4.3 Financial Controls

Data Warehouse PMO maintains strict control over all DOD funds entrusted to it. In order to ensure that provided the Agency will be utilized only for their intended purposes, Data Warehouse cost estimates for the Agency and their components, are divided into two parts: 1) those related to implementation activities including one-time per capita user fees, costs for Component assessments, configuration of hardware and software, deployment activities, maintenance to production costs, standard HR Specialist and System Administrator training and 2) sustainment (hosting and maintenance) costs.

5) Funding and Costs

Data Warehouse estimates the total costs for conducting the eOPF project is based on multiple ranges of access are outlined in the pricing document prepared for each Agency and their Components. Data Warehouse PMO and the Agency will agree contractually on the range that meets the needs of conducting services. This range is used to obtain an overall rough order of magnitude for the period of performance and is not intended to be an exact day to day count. Data Warehouse PMO will provide a quarterly-count for licenses, and working the DCPAS on a quarterly basis to reconcile their account.

Costs for maintaining the Agency and their components eOPF will be recovered by Data Warehouse from the Components, as well as Agency funding.

Agency Responsibilites

The Servicing and Requesting agencies share responsibility for the effective management and use of the interagency agreements. The parties agree to the roles and responsibilities for the Agency and their Components derived below:

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) as well as the Contracting Officer (James C. Thieme, 724-794-7171, James.Thieme@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 Data Warehouse'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) The Agency 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.

Dispute Resolution

The Agency agrees that any complaints, issues, or concerns regarding service through the Data Warehouse that are not satisfactorily addressed by the Data WarehousePMO staff will be communicated from the designated [Agency] eOPF Program Coordinator to the Data Warehouse Director for resolution. In the event the issue remains unresolved, it will be communicated to the OPM Chief Information Officer (CIO) designee for resolution. If the supervisors do not resolve the dispute within the allotted time, the parties shall jointly request that a binding decision be rendered by the CFO Council, in accordance with OMB M-07-03, Nov 13, 2006, and Attachment 1 (paragraph VIIIC.2) to Treasury Financial Manual, Bulletin 2011-4, dated November 30, 2011. 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).

SIGNATURES BY ALL RESPONSIBLE PARTIES

The undersigned agree to the terms and conditions of this TOR.

Tim Cannon
Financial and PMO Manager
Data Warehouse Program
U.S. Office of Personnel Management

9/14/2016
(Signature) (Date)

Fatima Shuler
Contracting Officer
Acquisition Management Division
U.S. Nuclear Regulatory Commission

9/12/16
(Signature) (Date)

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

IAA Number NRC-HQ-84-16-I-0006 - 0000 - ____
GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY			
1.		**Requesting Agency of Products/Services**	**Servicing Agency Providing Products/Services**
	Name	U.S. Nuclear Regulatory Commission OCHCO	U.S. Office of Personnel Management Data Warehouse
	Address	11545 Rockville Pike Rockville, MD 20852	1900 E. St. NW, Room B469J Washington, D.C. 20415

2. Servicing Agency Agreement Tracking Number (Optional)_____

3. Assisted Acquisition Agreement Yes ☐ No ☑

4. GT&C Action (Check action being taken)

☑ **New**

☐ **Amendment** - Complete only the GT&C blocks being changed and explain the changes being made.

☐ **Cancellation** Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 10-01-2016 (MM-DD-YYYY) End Date 09-30-2017 (MM-DD-YYYY) of IAA or effective cancellation date

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If **Yes**, is this an: Annual Renewal ☐
Other Renewal ☐ State the other renewal period: _____

No ☑

7. Agreement Type (Check One) ☑ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☑ Yes ☐ 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 NRC-HQ-84-16-I-0006 - 0000 -
GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost	$76,498.50	Provide a general explanation of the Overhead Fees & Charges
Overhead Fees & Charges		
Total Estimated Amount	$76,498.50	

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
☐	☐	☐	☑	☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
☐	☑	☐	☐	☐

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)

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

12. Roles & 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).

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

IAA Number NRC-HQ-84-16-I-0006 - 0000 - _____
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10: Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

60

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

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

IAA Number NRC-HQ-84-16-I-0006 - 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).

AGENCY OFFICIAL

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.

23.	Requesting Agency	Servicing Agency
Name	Fatima Shuier	Ashu Goel
Title	Contracting Officer	Associate Chief Information Officer
Telephone Number(s)	(301) 415-7044	(202) 418-4326
Fax Number		(202) 606-1004
Email Address	Fatima.Shuier@nrc.gov	Ashu.Goel@opm.gov
SIGNATURE		
Approval Date	9/12/16	9/13/16

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number NRC-HQ-84-16-I-0006 - _____ - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION		
24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Nuclear Regulatory Commission OCHCO	U.S. Office of Personnel Management Data Warehouse
Responsible Organization/Office Address	11545 Rockville Pike Rockville, MD 20852	1900 E. St. NW, Room B469J Washington, D.C. 20415

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☑ **New**

☐ **Modification** (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line** (Block 26) if the mod involves adding, deleting or changing **Funding for an Order Line.**

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. **Funding Modification Summary by Line**	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	$	$	$	$	$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	$	$	$	$	$0.00
Funding Change for This Mod	$	$	$	$	$0.00
TOTAL Modified Obligation	$0.00	$0.00	$0.00	$0.00	$0.00
Total Advance Amount (-)	$	$	$	$	$0.00
Net Modified Amount Due	$0.00	$0.00	$0.00	$0.00	$0.00

27. **Performance Period** For a performance period mod insert the start and end dates that reflect the new performance period.	Start Date 10-01-2016 MM-DD-YYYY	End Date 09-30-2017 MM-DD-YYYY

IAA Order

IAA Number NRC-HQ-84-16-I-0006 - _____ - _____
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement Tracking Number (Optional) _____

28. Order Line/Funding Information | **Line Number** _____

	Requesting Agency Funding Information								Servicing Agency Funding Information							
ALC	31-000001								24-000001							
Component TAS Symbol	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
			031			X	0200	031			024			X	4571	024
OR Current TAS format																
BETC	DISB								COLL							
Object Class Code (Optional)	253A															
BPN	040535809								791188589							
BPN – 4 (Optional)																
Additional Accounting Classification/Information (Optional)	2016-84-51-H-156-6023															

Requesting Agency Funding Expiration Date _____ MM-DD-YYYY

Requesting Agency Funding Cancellation Date _____ MM-DD-YYYY

Project Number & Title eOPF Maintenance Support for FY17

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 FY17. See Terms of Reference (TOR)

North American Industry Classification System (NAICS) Number (Optional) _____

Breakdown of Reimbursable Line Costs			OR	Breakdown of Assisted Acquisition Line Cost:
Unit of Measure			Contract Cost	$
Quantity	Unit Price	Total	Servicing Fees	$
1	$76,498.50	$ 76,498.50	Total Obligated Cost	$ 0.00
Overhead Fees & Charges		$	Advance for Line (-)	$
Total Line Amount Obligated		$ 76,498.50	Net Total Cost	$ 0.00
Advance Line Amount (-)		$	Assisted Acquisition Servicing Fees Explanation	
Net Line Amount Due		$ 76,498.50		

Type of Service Requirements

☐ Severable Service ☑ Non-severable Service ☐ Not Applicable

IAA Order

IAA Number NRC-HQ-84-16-I-0006 - _____ - _____
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement 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 $ 76,498.50 [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: $ 76,498.50
[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 NRC-HQ-84-16-I-0006 - _____ - _____ 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	Fatima Shuler	Tim Cannon
Title	Contracting Officer	Data Warehouse Financial & PMO Manager
Telephone Number	(301) 415-7044	(202) 606-4353
Fax Number		(202) 606-1004
Email Address	Fatima.Shuler@nrc.gov	Tim.Cannon@opm.gov
SIGNATURE		
Date Signed	9/12/16	9/14/2016

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	Ilka Solorio	Tim Cannon
Title	Funds Certifying Official	Data Warehouse Financial & PMO Manager
Telephone Number	(301) 287-0591	(202) 606-4353
Fax Number		(202) 606-1004
Email Address	Ilka.Solorio@nrc.gov	Tim.Cannon@opm.gov
SIGNATURE		
Date Signed		9/14/2016

IAA Order

IAA Number: NRC-HQ-84-16-I-0006 - _____ - _____
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	Erikka LeGrand	Tim Cannon
Title	Branch Chief, Payroll & Payments Branch	Data Warehouse Financial & PMO Manager
Office Address	11545 Rockville Pike Rockville, MD 20852	1900 E. St. NW Washington, D.C. 20415
Telephone Number	(301) 415-7748	(202) 606-4353
Fax Number		(202) 606-1004
Email Address	Erikka.LeGrand@nrc.gov	Tim.Cannon@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	Kevin Jones	PMO Data Warehouse Correspondence
Title	Sr. Management & Program Analyst	
Office Address	Three White Flint North 11601 Landsdown Street	Data_Warehouse_Program_Management_Office@opm.gov
Telephone Number	(301) 287-0573	
Fax Number		
Email Address	Kevin.Jones@nrc.gov	**See office address box above**
Signature & Date (Optional)		
Name	Michelle Williams	
Title	Human Resource Specialist	
Office Address	Three White Flint North 11601 Landsdown Street	
Telephone Number	(301) 287-0744	
Fax Number		
Email Address	Michelle.Williams@nrc.gov	
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

Enterprise Human Resource Integration Program
Request for Accounts Receivable Processing

Fiscal Year: **2017**
Fund: **4571XXXRB0D**
Program: **1100000**
Organization: **3212120000**

Customer: **NRC**
Agreement Value: **$76,498.50**
Service: **FY17 Hosting & Maintenance**
Project: **32121217H**
Agreement Number: **32121217HNU0001**

Amount: **$76,498.50**

Service:
Project:
Agreement Number:

Amount: **$**

Description: **Please record the agreement funding as noted above and advance bill the total agreement amount.**