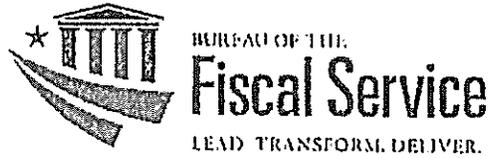


UNITED STATES GOVERNMENT  
 INTERAGENCY AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 General Terms & Conditions (GT&C) Section



IAA Number CPSC-1-16-0023 - 0000 -  
 GT&C # Order # Amendment # / Mod #

DEPARTMENT AND/OR AGENCY		
<b>1.</b>	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	U.S. Consumer Product Safety Commission	Treasury Franchise Fund
Address	4330 East West Highway Bethesda, MD 20814	200 Third Street - Avery 5I Parkersburg, WV 26106
<b>2. Servicing Agency Tracking Number (Optional) :</b> <u>ARC-16-0108</u>		
<b>3. Assisted Acquisition Agreement</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>4. GT&amp;C Action (Check action being taken)</b>		
<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.		
<b>5. Agreement Period</b> Start Date <u>07/01/2016</u> End Date <u>06/30/2017</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
<b>6. Recurring Agreement (Check One)</b> A Recurring Agreement will continue, unless a notice to discontinue is received		
<input type="checkbox"/> Yes If Yes, this is an: Annual Renewal <input type="checkbox"/>		
<input checked="" type="checkbox"/> No Other Renewal <input type="checkbox"/> State the other renewal period: _____		
<b>7. Agreement Type (Check One)</b> <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
<b>8. Are Advance Payments Allowed for this IAA (Check One)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related order.		

UNITED STATES GOVERNMENT  
 INTERAGENCY AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 General Terms & Conditions (GT&C) Section



AA Number CPSC-I-16-0023 - 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 _____	\$4,456.00	Provide a general explanation of the Overhead Fees and Charges
Overhead Fees & Charges _____		
Total Estimated Amount _____	\$4,456.00	

**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  
 Treasury Franchise Fund Authority 31 U.S.C. 322 note

**11. Requesting Agency's Scope (State and/or List Attachments that support Requesting Agency's Scope.)**  
 The scope of this agreement is included in Attachment I - Service Descriptions

**12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)**

The effective management and use of this IAA is a shared responsibility of the parties who agree that the scope of this IAA, Order(s), and any contract entered into for support will not be exceeded. See Attachment I - Service Descriptions for Roles and Responsibilities.

All duties and responsibilities under the IAA and Order(s) will be performed in accordance with applicable statutory authority, Department of the Treasury, Bureau of the Fiscal Service regulations (FAR supplements) and applicable guidelines.

All Requesting Agency's funding commitments will be for specific, clearly-defined services for which it has a bona fide need; will meet time limitations; will be legally available for the services described; and provided in accordance with Requesting Agency's applicable guidelines and statutory authority.

Servicing Agency will obtain the ARC Assistant Commissioner's approval in providing services that are unusually large, novel, subject to special statutory authority or regulation, or of a type raising significant issues or risks requiring the Assistant Commissioner's attention.

In the event of partial or full government shutdown, ARC will continue to provide services under this Interagency agreement (IAA) as permitted under Office of Management and Budget guidance and the parties' shutdown plans, or in accordance with specific direction by the Requesting Agency to reduce or suspend support. ARC's fixed price agreements will not be adjusted, should the Requesting Agency be required to reduce operations due to the shutdown. However, to relieve administrative burdens, billing will be delayed until such time as Requesting Agency's appropriations are enacted.



UNITED STATES GOVERNMENT  
 INTERAGENCY AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 General Terms & Conditions (GT&C) Section



IAA Number CPSC-I-16-0023 - 0000 -  
 GT&C # Order # Amendment # / Mod #

20.b Contingent Liabilities. Although this is a firm fixed price IAA, the parties acknowledge that unexpected expenses may result from contingencies, including contractor default and losses or errors attributable to the actions or omissions of the parties or a contractor. If a contingency occurs: (a) Servicing Agency will take immediate steps to assist Requesting Agency in obtaining a resolution and the recovering of the loss, and (b) Requesting Agency will take appropriate safeguards, through the prior administrative commitment of funds or the obligation of additional funds, to meet the contingency.

20.c Property. If, in providing services to Requesting Agency, Servicing Agency acquires expendable or non-expendable property purchased from funds supplied in whole or in part under the IAA, that property shall be owned by or leased to Servicing Agency. Upon contract termination, Requesting Agency will promptly return, without obstruction, all property to the vendor or Department of the Treasury officials. In the case of procurement services, where Servicing Agency contracts for expendable or non-expendable property and directly charges Requesting Agency's funding, the property is owned or leased by Requesting Agency.

20.d E-mail Encryption. ARC encrypts e-mails containing the Requesting Agency's personally identifiable information (PII) to ensure the security and integrity of the transmitted data. Although this encryption may require additional steps on the part of the recipient to view, it is a critical step in safeguarding data. ARC is not responsible for transmitted data that is not sent securely by the customer. Therefore, the Requesting Agency is strongly encouraged to transmit data containing PII under the appropriate National Institute of Standards and Technology (NIST) security guidelines.

**21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)**

Attachment I - Service Descriptions, Attachment II - Disclosure of Records, Attachment III - Data Integrity, Attachment IV - Price Schedule

**22. Annual Review of IAA**

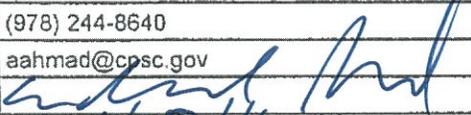
By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**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 as 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	Eddie Ahmad	Carrie Roe
Title	CPSC, Contracting Officer	Director, Franchise Services
Telephone Number(s)	(301) 504-7884	(304) 480-7724
Fax Number	(978) 244-8640	(304) 480-7161
Email Address	aahmad@cpsc.gov	carrie.roe@fiscal.treasury.gov
SIGNATURE		Carrie J. Roe
Approval Date	6/23/16	

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
 LEAD. TRANSFORM. DELIVER.

IAA Number CPSC-T-16-0023 - 0000 - Servicing Agency's Agreement  
 GT&C # Order # Amendment # / Mod # Tracking Number (Optional) ARC-16-0108

PRIMARY ORGANIZATION / OFFICE INFORMATION		
24.	Requesting Agency	Servicing Agency
Primary Organization / Office Name	U.S. Consumer Product Safety Commission	Treasury Franchise Fund
Responsible Organization / Office Address	4330 East West Highway Bethesda, MD 20814	200 Third Street - Avery 5I Parkersburg, WV 26106

**ORDER REQUIREMENTS INFORMATION**

25. Order Action (Check One)

New

Modification (Mod) - List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state the 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 Start Date 07/01/2016 End Date 06/30/2017  
 For a performance period mod, insert the start and end dates that reflect the new performance period.  
 MM-DD-YYYY MM-DD-YYYY

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
 LEAD. TRANSFORM. DELIVER.

IAA Number CPSC-I-16-0023 - 0000 - Servicing Agency's Agreement  
 GT&C # Order # Amendment # / Mod # Tracking Number (Optional) ARC-16-0108

28. Order Line / Funding Information													Line Number					
Requesting Agency Funding Information										Servicing Agency Funding Information								
ALC	61-00-0001									20-55-0861								
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
TAS (required by 10/1/2014)			61	2017	2017		0100					020			X	4560	010	
and/or current TAS format	61-0100																	
BETC	DISB									COLL								
Object Class Code (Optional)	25310																	
BPN	US Treas Code: 61160100									126520464								
BPN + 4 (Optional)	069287522 TIN - 520978750																	
Additional Accounting Classification / Information (Optional)	0100A16DSE 2016 5314800000 EXIP002100 21350									TIN - 542083348								
Requesting Agency Funding Expiration Date 09/30/2016 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09/30/2021 MM-DD-YYYY								
Project Number & Title																		
Description of Products and/or Service, including the Bona Fide Need for this Order (State or attach a description of products/services, including the Bona Fide need for this Order.) The scope of this agreement is included in Attachment I - Service Descriptions.																		
North American Industry Classification System (NCAIS) Number (Optional)																		
Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:																		
Unit of Measure							Contract Cost											
Quantity		Unit Price			Total		Servicing Fees											
1		\$2,228.00			\$2,228.00		Total Obligated Cost											
Overhead Fees and Charges							Advance for Line (-)											
Total Line Amount Obligated							\$2,228.00		Net Total Cost									
Advance Line Amount (-)							Assisted Acquisition Servicing Fees Explanation											
Net Line Amount Due							\$2,228.00											
Type of Service Requirements																		
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-Severable Service <input type="checkbox"/> Not Applicable																		

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
**Fiscal Service**  
 LEAD. TRANSFORM. DELIVER.

IAA Number CPSC-I-16-0023 - 0000 - Servicing Agency's Agreement  
 GT&C # Order # Amendment # / Mod # Tracking Number (Optional) ARC-16-0108

**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 \_\_\_\_\_ [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 post 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:** \$2,228.00  
 [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)

Attachment I - Service Descriptions, Attachment II - Disclosure of Records, Attachment III - Data Integrity, Attachment IV - Price Schedule

**BILLING AND 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)]

In the event a billing cycle(s) is missed, all previously unbilled amounts will be collected in the next billing cycle. Variable price services are billed in arrears as services are performed while cumulative charges shall not exceed limits defined on the Price Schedule, Attachment IV. The Price Schedule takes precedence in the event of any conflicting billing terms. A billing statement will be provided in conjunction with the collection.

Monthly  Quarterly  Other Billing Frequency (include explanation): \_\_\_\_\_

**34. Payment Terms** (Check One)

7 Days  Other Payment Terms (Include explanation): IPAC Monthly

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



IAA Number CPSC-I-16-0023 - 0000 - Servicing Agency's Agreement  
 GT&C # Order # Amendment # / Mod # Tracking Number (Optional) ARC-16-0108

35. Funding Clauses / Instructions (Optional) (State and/or list funding clauses/instructions)  
 Subject to the Availability of Funds

36. Delivery / Shipping Information for Products (Optional)

Agency Name	US Consumer Product Safety Commission
Point of Contact (POC) Name & Title	Sydney Lucia, Program Analyst
POC Email Address	slucia@cpsc.gov
Delivery Address / Room Number	804-03
POC Telephone Number	(301) 504-7252
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	DeWane Ray	Carrie Roe
Title	Director for Operations	Director, Franchise Services
Telephone Number	(301) 504-7547	(304) 480-7224
Fax Number	(401) 504-7621	(304) 480-7161
Email Address	jray@cpsc.gov	carrie.roe@fiscal.treasury.gov
SIGNATURE		Carrie J. Roe
Date Signed	6/22/16	

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	Carrie Roe
Title	Budget Officer	Director, Franchise Services
Telephone Number	(301) 504-7575	(304) 480-7224
Fax Number		(304) 480-7161
Email Address	jbaker@cpsc.gov	carrie.roe@fiscal.treasury.gov
SIGNATURE		Carrie J. Roe
Date Signed	6/23/2016	

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



IAA Number CPSC-I-16-0023 - 0000 - Servicing Agency's Agreement  
 GT&C # Order # Amendment # / Mod # Tracking Number (Optional) ARC-16-0108

CONTACT INFORMATION		
<b>39. FINANCE OFFICE Points of Contact (POCs)</b>		
	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name	Debble Young	
Title	Agency Paymnet Officer	
Office Address	CPSC Accounts Payable Br, AMZ-160 PO Box 25710 Oklahoma City, OK 73125	
Telephone Number	(405) 954-7467	
Fax Number		
Email Address	9-AMC-AMZ-Accounts-Payable@faa.gov	
Signature & Date (Optional)		
<b>40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)</b> This may include CONTRACTING Office Points of Contact (POCs).		
	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name	Eddie Ahmad	Ida "Michelle" Hickman
Title	CPSC Contracting Officer	Customer Service Representative
Office Address	4330 East West Highway Bethesda, MD 20814	200 Third Street, Avery 51 Parkersburg, WV 26101
Telephone Number	(301) 504-7884	(304) 480-7234
Fax Number	(978) 244-8640	
Email Address	aahmad@cpsc.gov	ida.hickman@fiscal.treasury.gov
Signature & Date (Optional)	<i>Eddie Ahmad</i> 6/23/16	
Name	Richard O'Brien	
Title	Director, International Programs	
Office Address	4330 East West Highway Bethesda, MD 20814	
Telephone Number	(301) 504-7018	
Fax Number	(301) 504-0628	
Email Address	robrien@cpsc.gov	
Signature & Date (Optional)	<i>Richard O'Brien</i> 6/16/16	
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		



### **Overview/Summary of Services/CPSC/ARC-16-0108**

---

ARC Travel Services provides E-Gov Travel Service, Travel Help Desk and Advisory, Travel Card Administration, Travel Payments, and Relocation Services.

The E-Gov Travel Service (ETS) is a government-wide, web-based travel management service. Travel documents are processed using an ETS system. Relocations are processed using moveLINQ, a commercial off-the-shelf relocation system. ARC maintains a customer web page for easy access to the ETS system, system instructions, contact information, relocation forms, and travel policy information. The web page and ETS system will be available 24/7, except for maintenance.

The customer authorizes ARC to input and store information in electronic systems used by ARC. Access to these systems is controlled by user IDs and passwords in accordance with relevant laws, regulations, security requirements, privacy act and policies.

ARC will maintain the supporting documentation related to transactions processed and reconciliations or reports prepared, including both electronic and paper records, in accordance with Fiscal Service File Plan, dated December 23, 2015. Records retained are available for review and audit as needed. Records will be destroyed at the end of their retention period, which is generally six years.



**Relocation Services**

---

**Description**

ARC Relocation Services provides Permanent Change of Station and relocation travel processing using moveLINQ, a relocation processing and cost management system developed by mLINQS, LLC. ARC works with the customer agency on the entitlements to be provided based on the type of relocation and ensures compliance with applicable Federal regulations including the FTR, Joint Travel Regulations (JTR), Department of State Standardized Regulations (DSSR), and Foreign Affairs Manual (FAM). ARC helps the customer agency determine discretionary versus mandatory allowances for each relocation and provides general appropriation guidance. ARC provides processing for relocations starting with counseling and preparation of the authorization through the final preparation of vouchers. ARC maintains a customer web page to access relocation documents, guidance, and policy information. The web page will be available 24/7 except for maintenance.

ARC categorizes each type of relocation into one of the following three different levels of service:

**Level 1**

The Level 1 category includes the following types of relocations and special entitlement travel associated with international assignments:

- Domestic New Appointee
- Domestic Commissioned Corps
- Domestic Intergovernmental Personnel Act (IPA)
- Domestic Senior Executive Service (SES) Last Move Home
- Domestic and Limited International Fellowships
- Home Leave
- Emergency Visitation
- Medical
- Educational
- Rest and Relaxation
- Evacuation
- Consecutive Overseas Tour
- Funded Environmental and Morale Leave
- International Tour Extensions

**Level 2**

The Level 2 category includes the following types of relocations:

- Domestic Transfers
- Domestic Temporary Change of Station (TCS)
- Domestic Return from TCS
- International Commissioned Corps
- International IPA
- International SES Last Move Home
- International Return for separation



Travel Service Line  
Service Descriptions

**Level 3**

The Level 3 category includes the following types of relocations:

- International New Hire
- International Fellowships (except Limited)
- International Transfers
- International TCS
- International Return from TCS

**Roles and Responsibility Definition**

Responsibilities	ARC	Customer Agency
<b>Relocations</b>		
Provide customer service and assistance Monday through Friday (except federal holidays) from 7:00 am – 4:30 pm ET	X	
Provide recommendations on how agency's policy may be improved	X	
Provide accounting structure requirements		X
Ensure adequate source funding based on proper application of appropriation rules		X
Provide a point of contact and backup for agency policy questions		X
Notify ARC of a relocating employee through a request for relocation form at least 30 days before Enter on Duty date		X
Assign a coordinator to each relocatee that will contact and counsel employee on entitlements and process	X	
Ensure allowances are authorized and calculated in accordance with Federal regulations related to travel and customer agency relocation policy	X	
Provide TMC contact information and guidance to assist relocatee in arranging for airline tickets	X	
Make airline arrangements using TMC contact provided		X
Procure and make arrangements for Home Sale Assistance through a third party provider on a GSA schedule, when authorized <sup>1</sup>	X	
Make carrier arrangements using GSA's Transportation Management Services Solution based on best value to the government determined by factors such as cost, availability, quality of service, and prior experience	X	
Arrange storage for household goods	X	
Prepare travel authorization form	X	
Approve travel authorizations and amendments within three days of receipt		X
Authorize ARC to approve all normal accessorial charges		X
Send unusual accessorial charges for approval	X	
Approve unusual accessorial charges		X
Forward approved advance to agency's payment office	X	

<sup>1</sup> Due to national housing market conditions, ARC does not guarantee that Home Sale Assistance and related services on GSA schedule will be available. If Home Sale Assistance and related services through GSA are limited or unavailable, ARC will explain other options available to the customer agency.



Travel Service Line  
Service Descriptions

Prepare a Virtual Government Bill of Lading	X	
Work with appropriate parties to resolve any problems during the move and counsel the employee on the claims process	X	
Submit necessary documentation for reimbursement (employee)		X
Forward Relocation Income Tax Allowance (RITA) Certificate Statement to the employee for RITA Claims	X	
Complete and return RITA Certificate (employee)		X
Prepare voucher claims	X	
Calculate Federal and State Income taxes, social security and Medicare taxes as appropriate on relocation vouchers and invoices that are forwarded to the customer agency for payment (see Coordination of social security withholding below)	X	
Serve as the Certifying Officers for home sale services and transportation officer for carrier invoices	X	
Coordinate with ARC on any changes needed to payment totals		X
Ensure authorizations and vouchers are routed to and signed by appropriate authorizing officials within three days of receipt		X
Submit vouchers in moveINQ for processing	X	
Manage vendor invoice routing including pre-payment audit, as agreed	X	
Identify any accounts receivable and forward the information to the customer accounting office for collection	X	
Provide detail level reporting for all relocation travel activity	X	
Record obligations, advances and vouchers, and invoices in core financial management system		X
Send documentation to ARC showing payment information supporting relocation W-2s including payment date and payment amounts for taxable and non-taxable (for RITA voucher reconciliation)		X
Maintain signed invoice and other documentation	X	
Provide assistance in responding to OMB and GSA inquiries concerning relocation travel activity	X	
Maintain relocation records in accordance with federal retention requirements	X	
<b>For International Relocations<sup>2</sup></b>		
Maintain International phone/fax lines to communicate with staff overseas	X	
Research languages and perform currency conversions	X	
<b>Coordination of social security withholding – if an ARC HR payroll customer and use National Finance Center (NFC) to process payroll</b>		
Prepare vouchers and include social security tax on taxable vouchers	X	
Confirm payment of voucher		X
Enter taxable social security wages from confirmed relocation vouchers into NFC for purposes of reaching the cap on social security wages only	X	
Monitor social security wages in NFC's system and discontinue withholding social security taxes on relocation vouchers ARC prepares	X	

<sup>2</sup> For evacuations, ARC's responsibilities will not begin until after the initial evacuation by the State Department.



when the cap is reached each year		
Address the process that will be used to correct overpayment of social security taxes, if applicable, due to timing and other coordination limitations		X
<b>Coordination of social security withholding -- for all other customers</b>		
Monitor social security wages on employees receiving relocation payments processed by ARC		X
Advise ARC when to discontinue withholding social security taxes for each employee		X
Prepare the vouchers and include social security taxes on the taxable vouchers that it processes until the earlier of: ❖ The employee reaching the cap during each calendar year based on relocation vouchers processed by ARC only OR ❖ Being notified by the customer agency to discontinue withholding due to the cap being reached resulting from both vouchers that ARC prepares for payment and the social security wages paid through payroll	X	
Address the process that will be used to correct overpayment of social security taxes, if applicable		X

**Primary Pricing Driver**

- ❖ Number and type of relocations

**Performance Metrics**

Metric	Measurement	Standard/Target
Initial Contact	Percentage of contacts made within one business day after receipt of a complete and approved relocation request from agency	97%
Set Up Counseling Session	Percentage of contacts made within three business days of receipt of complete and approved relocation request from agency	97%
Voucher Submission	Percent of vouchers submitted within ten business days after receiving complete and accurate information	96%
Vendor Invoice Submission	Percent submitted within 25 days of receipt of a valid invoice	98%

## ATTACHMENT II - DISCLOSURE OF RECORDS

Type of Disclosure	Roles and Responsibilities	
	ARC	Customer Agency
<b>(1) FREEDOM OF INFORMATION ACT (FOIA)</b>		
Determine which records in Fiscal Service and ARC files or systems are "Customer Agency's Records" that ARC prepared or maintained for the Customer Agency	X	
Deliver any FOIA request for Customer Agency's Records to the Fiscal Service Disclosure officer for referral of the FOIA request to the Customer Agency's Disclosure officer	X	
Request that the Fiscal Service Disclosure officer send copies of the Customer Agency's Records, in ARC's possession or control, to the Customer Agency's Disclosure officer	X	
Provide contact information for Customer Agency's Disclosure officer: Agency Name: _____ Disclosure Officer Name: _____ Address: _____ Phone: _____ Fax: _____ E-mail: _____ Notify Disclosure Office at FOIA@fiscal.treasury.gov and ARC's customer service representative at ARCCommunications@fiscal.treasury.gov of any changes		X
Process referrals in compliance with FOIA		X
<b>For FOIA purposes, these records are owned by:</b>		
• This Interagency agreement between ARC and the Customer Agency	X	
• Contract files (such as the documents listed in FAR 4.803)		X
• All other Customer Agency's Records are within its control to the extent allowed by law, and such records are deemed to originate with Customer Agency		X
<b>(2) PRIVACY ACT</b>		
Either: (a) disclose Customer Agency's SORN data to those ARC employees who maintain records or have a need for the records in the performance of their duties under 5 U.S.C. § 552a(b)(1),* or (b) determine that such data is disclosed to ARC under Customer Agency's SORN as a routine use, and amend relevant SORNs, as necessary		X
<small>**Movement of records between personnel of different agencies may . . . be viewed as Intra-agency disclosures if that movement is in connection with an inter-agency support agreement." 40 Fed. Reg. 28948, 28954 (1975)</small>		
Release Customer Agency's first-party SORN data to Customer Agency's employees (e.g., an individual's own Official Personnel Folder (OPF) or home address on travel credit card)	X	
Refer all reportable and relevant computer security incidents involving loss of Customer Agency's Privacy Act data to the Fiscal Service's (FS) Service Desk and Customer Agency's Computer Security Incident Response Center (CSIRC) point of contact within one hour from ARC's discovery of the incident. The FS Service Desk will contact the FS CSIRC personnel.	X	
<b>(3) OTHER</b>		
Refer other requests for data to the Customer Agency's Disclosure officer or counsel	X	
Provide Computer Security Incident Response Center (CSIRC) points of contact and coordinate during the investigation.	X	X

## ATTACHMENT III

### DATA INTEGRITY

The Bureau of the Fiscal Service's (Fiscal Service) Administrative Resource Center (ARC) places a high level of emphasis on maintaining adequate management controls. As required by the Federal Manager's Financial Integrity Act and the Federal Financial Management Information Act, and the Reports Consolidation Act of 2000, ARC annually evaluates both its management controls and information systems. Our system of management controls is designed to provide reasonable assurance; programs achieve their intended results; resources are used consistent with overall mission; programs and resources are free from waste, fraud, and mismanagement; law and regulations are followed; continuity of operations planning in critical areas is sufficient to reduce risk to reasonable levels; controls are sufficient to minimize any improper or erroneous processes; and performance information is reliable.

Various methodologies are used to determine if the management controls systems and financial management systems are in overall compliance with standards prescribed by the Comptroller General of the United States and guidelines issued by the Office of Management & Budget (OMB).

ARC processes and systems are part of Fiscal Service's Management Control Plan and therefore undergo periodic reviews. Fiscal Service also has periodic audits of its mainframe computer system. ARC annually contracts for an independent SSAE 16 review (formerly the SAS 70) for administrative processes. Additionally, ARC undergoes an annual financial statement audit each year performed by an independent audit firm.

The SSAE 16 review and the internal control portion of the annual financial statement audit is the basis for ARC's Annual Assurance Statement to the Treasury Franchise Fund. The final SSAE 16 report is posted annually to the ARC website (under Quality and Value/Our Progress) and the relevant internal control portions of the independent audit is provided, upon request, to the customer to assist with their annual financial statements audit (e.g., as a means of demonstrating to the customer's independent auditor that the payroll processing function (including webTA) has sufficient internal controls).

Fiscal Service maintains a mature Computer Security Incident Response Capability (CSIRC), which has been built using NIST SP 800-61, Federal Incident Reporting Guidelines, Treasury Incident Responses Procedures and Guidelines, Fiscal Service SOPs and policies, OMB M-06-19, and past experience. Fiscal Service will report security incidents, involving Fiscal Service systems, to the appropriate authorities following established guidelines and regulations. ARC will work with the CSIRC to identify incidents that have, or may have a potential impact on our franchise customers and will notify those customers directly as the need arises.

# Consumer Product Safety Commission

## Price Schedule

	Quantity*	Rate	Price		Total
			Fixed	Variable NTE**	
<i>Administrative Services</i>					
<i>Travel Services</i>					
Relocation – Level 1	2.0	2,228.00		4,456	4,456
Travel Services Total				<u>\$4,456</u>	<u>\$4,456</u>
<i>Administrative Services Total</i>				<u>\$4,456</u>	<u>\$4,456</u>
<i>Agreement Total</i>				<u>\$4,456</u>	<u>\$4,456</u>

\* Anticipated Volume – based on recent data or an average of FY13 and FY14. Definitions of estimated volumes for each service are included in the Agreement Service Descriptions

\*\* Variable prices are Not-to-Exceed (NTE). ARC will bill actual usage up to this total.