

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

IAA Number _____ - 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:40%;">Direct Cost _____</td> <td style="width:10%; text-align:right;">\$8,964.90</td> <td rowspan="3" style="width:50%; vertical-align: top; padding-left: 10px;">Provide a general explanation of the Overhead Fees & Charges</td> </tr> <tr> <td>Overhead Fees & Charges _____</td> <td></td> </tr> <tr> <td>Total Estimated Amount _____</td> <td style="text-align:right;">\$8,964.90</td> </tr> </table>		Direct Cost _____	\$8,964.90	Provide a general explanation of the Overhead Fees & Charges	Overhead Fees & Charges _____		Total Estimated Amount _____	\$8,964.90			
Direct Cost _____	\$8,964.90	Provide a general explanation of the Overhead Fees & Charges									
Overhead Fees & Charges _____											
Total Estimated Amount _____	\$8,964.90										
<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:15%;">Working Capital Fund</td> <td style="width:25%;">Economy Act (31 U.S.C. 1535/FAR 17.5)</td> <td style="width:30%;">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 checked="" 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</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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:15%;">Working Capital Fund</td> <td style="width:25%;">Economy Act (31 U.S.C. 1535/FAR 17.5)</td> <td style="width:30%;">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(e)</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 & 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> 											

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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.)

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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.

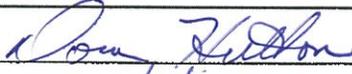
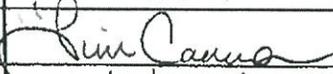
17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

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.)

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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	Donna Hutton	Tim Cannon
Title	CPSC Contracting Officer	EHRI Financial & PMO Manager
Telephone Number(s)	(301) 504-7009	(202) 606-4353
Fax Number	(978) 244-8610	(202) 606-1004
Email Address	dhutton@cpsc.gov	Tim.Cannon@opm.gov
SIGNATURE		
Approval Date	9/3/2014	9/2/2014

IAA Order

IAA Number _____ - _____ - _____
 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		61-00-0001						24-000001									
Component TAS Required 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)		61150100															
BPN		TIN: 520978750						791188589									
BPN + 4 (Optional)		DUNS: 069287522															
Additional Accounting Classification/Information (Optional)		0100A15DSE 2015 9995100000 EXIT002400 253P0 - Subject to the Availability of Funds															
Requesting Agency Funding Expiration Date 09-30-2015 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2020 MM-DD-YYYY								
Project Number & Title eOPF Maintenance Support for FY15																	
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 FY15. 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		\$8,964.90		\$ 8,964.90				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 8,964.90						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ 8,964.90															
Type of Service Requirements <input type="checkbox"/> Severable Service <input checked="" type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

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

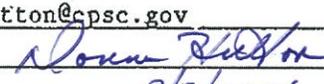
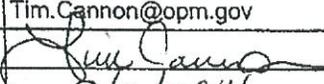
35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)	
Agency Name	Consumer Product Safety Commission
Point of Contact (POC) Name & Title	Donna Simpson, Dir. Office of Human Resources Mgmt
POC Email Address	dsimpson@cpsc.gov
Delivery Address /Room Number	4330 East West Highway, Bethesda, MD 20814 Rm. 838A
POC Telephone Number	(301) 504-7218
Special Shipping Information	

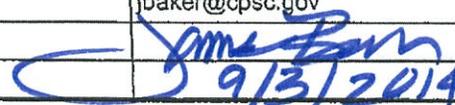
APPROVALS AND CONTACT INFORMATION

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	Donna Hutton	Tim Cannon
Title	CPSC Contracting Officer	EHRI Financial & PMO Manager
Telephone Number	(301)-504-7009	(202) 606-4353
Fax Number	(978) 244-8640	(202) 606-1004
Email Address	dhutton@cpsc.gov	Tim.Cannon@opm.gov
SIGNATURE		
Date Signed	9/3/2014	9/2/2014

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@cpsc.gov	
SIGNATURE		
Date Signed	9/3/2014	

EHRI Program Management Office

6/13/2014

Statement of Services

Customer		EHRI Info	
Agency	<u>Consumer Product Safety Commission</u>	EHRI Contact	<u>Kishore Thota</u>
Dept.	_____	Phone	<u>202-606-1121</u>
POC	_____	e-Mail	<u>Kishore.Thota@opm.gov</u>
Title	_____	Fax	<u>202-606-1738</u>
Phone	_____		
IAA Date	<u>Effective 10/1/2014 - 9/30/2015</u>		
Address	_____		
City	_____	State	_____ ZIP _____
Fax	_____		
e-Mail	_____		

Qty	Service/Product Description	Period of Performance	Unit Price	TOTAL
545	CPSC eOPF FY15 limited-use license maintenance (Includes NBC hosting environment, help desk, license fees, program management, and product support)	10/1/2014 - 9/30/2015	\$16.02	\$ 8,730.90
2	CPSC eOPF FY15 full-use license maintenance (included free as part of the limited-use licenses above)	10/1/2014 - 9/30/2015	\$0.00	\$0.00
9	CPSC eOPF FY15 full-use license maintenance	10/1/2014 - 9/30/2015	\$26.00	\$234.00
0	Purchase of additional eOPF full-use licenses	N/A	\$126.00	\$0.00
0	Purchase of additional eOPF limited-use licenses	N/A	\$20.00	\$0.00
			SubTotal	\$ 8,964.90
			TOTAL	\$ 8,964.90

Payment

- IPAC / IAA See attached IAA form for iPAC
- Credit Card For credit card payment, provide detail below

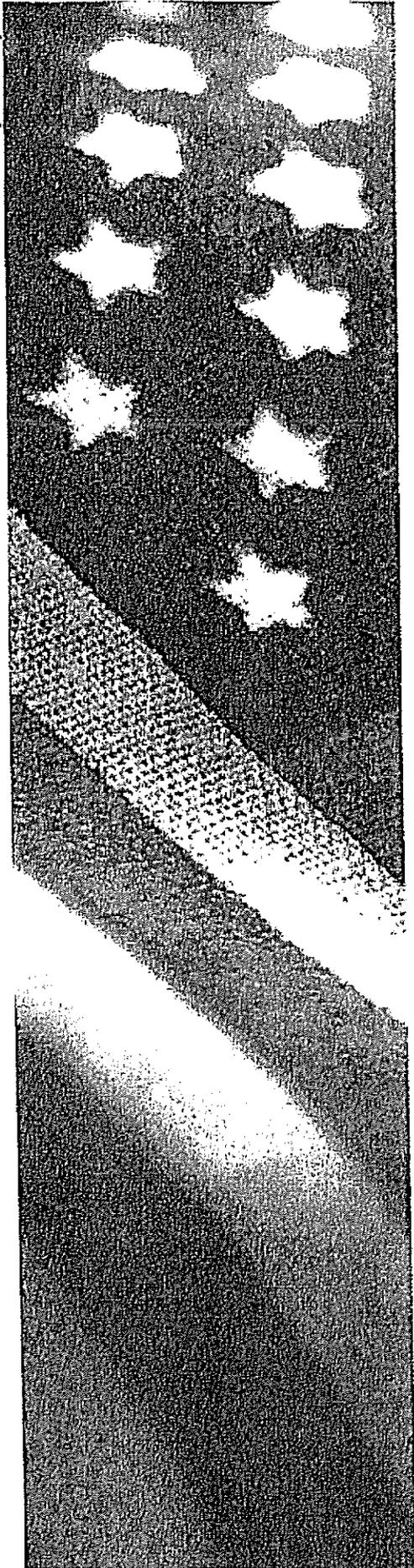
Cardholder Name: _____

Card Number: _____

Expiration Date: _____

EHRI- The Central Source for Federal Employee Data

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EHRI

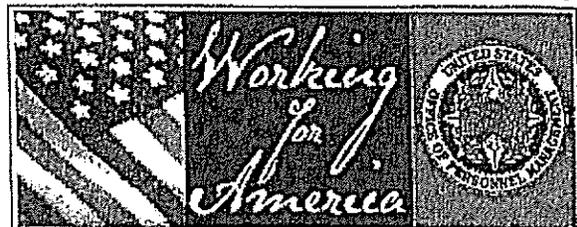
Enterprise Human Resources Integration

**TERMS OF REFERENCE
eOPF MAINTENANCE FY15
Consumer Product Safety Commission**

**From: ENTERPRISE HUMAN
RESOURCES INTEGRATION**

U.S. Office of Personnel Management
1900 E Street NW, Room 3336
Washington, DC 20415

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



CPSC-I-15-0006
TERMS OF REFERENCE
eOPF MAINTENANCE
FOR THE
Consumer Product Safety Commission

I. Statement of Legal Authority

The U.S. Office of Personnel Management's (OPM) Enterprise Human Resources Integration (EHRI) Program Management Office (PMO) is providing 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 (e) (1)). This Terms of Reference (TOR) document falls within this legal framework and pertains to electronic Official Personnel Folder (eOPF) services to be provided by EHRI to the Agency.

II. Purpose

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

III. Scope

The scope of this TOR encompasses a full range of services required to support maintenance of EHRI systems for the Agency. Services include the following:

- 1) Licenses Maintenance:
 - 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, EHRI will return the eOPF to operation within 14 days from the point of a disaster declaration. EHRI is working on an initiative to pre-position all eOPF data in a disaster recovery site to ensure that data would be recovered within 12-hours.
 - 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 EHRI 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, EHRI 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 EHRI.
- 4) EHRI PMO Support: The EHRI 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 EHRI PMO may also offer meetings for the Agency to participate in from time to time, which may include the eOPF User Group and/or the Requirements Workgroup
- 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 EHRI PMO.

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) as well as the Contracting Officer (Lois Jones, 202-606-4629, lois.jones@opm.gov). 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 EHRI'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 2015, October 1, 2014 – September 30, 2015.

VI. Funding and Costs

Costs for conducting the Agency eOPF maintenance will be recovered by EHRI from the Agency through the Interagency Agreement (IAA) between EHRI 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 EHRI PMO that are not satisfactorily addressed by the EHRI PMO staff will be communicated from the designated Agency eOPF Program Coordinator to the EHRI 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, Bulletin No. 2011-04, Section VII.

