

## **Part B - Requirements & Funding Information**

PART B – Requirements and Funding Information

Gray highlights are instructions. Remove the instructions from the interagency agreement.

## PART B - Requirements & Funding Information

### B.1. Purpose

This is for an assisted acquisition. An assisted acquisition is a type of interagency acquisition where the servicing agency and requesting agency enter into a written interagency agreement pursuant to which the servicing agency performs acquisition activities on the requesting agency's behalf, such as the awarding of a contract, task order, or delivery order.

This Part of the interagency agreement (IA) (hereinafter 'Part B') serves as the funding document. It provides specific information on the requirements of the Department of Energy, hereinafter 'the Requesting Agency' sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow [insert the name of agency/organization], hereinafter 'the Servicing Agency,' to provide assisted acquisition support.

### B.2. Authority

Check the applicable box. If the assisted acquisition is subject to the Economy Act, the requisitioner, or designee, should provide the information to support the determinations and findings (D&F) required by FAR 17.502-2 to the contracting officer. Provide this information as an attachment or coordinate with the contracting officer later. A DOE contracting officer must approve a D&F. A copy of the D&F will be attached by DOE contracting officer.

The parties' authority to enter into this interagency agreement is (check applicable box):

- The Economy Act (31 U.S.C. 1535) (Attached.)
- Other (identify specific statutory authority or authorities)

### B.3. Part B Identifier

If this is a new IA, then leave this blank. After STRIPES creates the IA identifier number, the number will appear in Part A Section A.3. Identifier. In order to complete B.3., the DOE contracting officer will enter the IA identifier number. If this is a requirement against an approved DOE IA, then indicate the IA identifier number from Part A Section A.3. Identifier, in the proper STRIPES format.

[insert number]

### B.4. General Terms & Conditions

Check applicable box. If this is a new IA, then leave this blank. The DOE contracting officer will complete later. If this is a requirement against an approved DOE IA, indicate whether Part A of the IA is attached or the location of Part A. For example, Part A could be located in the master file for IA number xxx at contracting office xxx.

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, [insert identifier found in section 3 of Part A]. Part A is located at:

- [insert location of IA Part A]
- Attached

### B.5. Project Title

[insert title]

B.6. Description of Products or Services / Bona Fide Need

Describe the goods or services that will be acquired from a contractor by the Servicing Agency on behalf of the Department of Energy under this IA. The Department of Energy shall insert a specific, definite, and clear description that demonstrates a bona fide need and supports a binding agreement that can be recorded as an obligation in the fiscal year that the funds are available for obligation. This description may, but is not required to, be in the form of a statement of work (SOW), statement of objectives (SOO), performance work statement (PWS), or other requirements document. A specific, definite, and clear description of a current need of the requesting agency that enables the servicing agency to immediately begin work on the IA is sufficient. Provide additional information for any special requirements, management, administration, technical representative, reporting requirements for scientific and technical information (Guide Chapter 35.1), acceptance, and completion as needed.

The goods and/or services to be acquired are  
[insert description see guidance for details]

The goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

Description of goods or services is attached. [insert brief description of attachment]

B.7. Projected Milestones

[insert projected milestones]

B.8. Billing and Payment

The Servicing Agency will pay invoice(s), or equivalent, e.g., IPAC, from amounts identified in section 13 on a reimbursable basis. The Servicing Agency will present an itemized statement to the Department of Energy for reimbursement of incurred costs. The Department of Energy will pay reimbursable billings to the Servicing Agency from funds identified in section 13. See section 7 of Part A for additional terms and conditions addressing billing and payment.

B.9. Description of Servicing Agency Support

Insert a description of services that the Servicing Agency will provide to DOE in connection with planning, executing, and/or managing the assisted acquisition. Attachments may be referenced and uploaded.]

The Servicing Agency will provide the following services to the Department of Energy:  
[insert description see guidance for details]

B.10. Fees

Insert how service charges will be determined or state "not applicable."

Services charges will be determined as follows:  
[insert description see guidance for details]

B.11. Obligation Amount

If necessary, the requisitioner, or designee, should coordinate with the local finance office to complete the table below. This information should comply with the billing requirements of the Department of Treasury, Financial Management Service (FMS). If this is a new IA, then leave the common agreement number (IA number) blank. After STRIPES creates the IA number, the DOE contracting officer will enter the IA number. If this is a requirement against an approved DOE IA, then indicate the IA number in the proper STRIPES format.

Servicing Agency and Department of Energy shall complete the table below.

Common Agreement Number (IA number) - [insert]  
Requirement Title (Project Title) - [insert]  
Type of Requirement (Product / Severable Service / Non-severable service) - [insert]  
Fund citation (line of accounting) - [insert]  
Appropriation expiration date - [insert]  
Amount obligated (costs plus Servicing agency's service costs, as applicable) - [insert]

**B.12. Requesting Agency Funding Information**

If necessary, the requisitioner, or designee, should coordinate with the local finance office to complete the table below. Once the Interagency Agreement (IA) is finalized, you will not be able to make changes or add signatures. In those instances, to add signatures or to make any changes to Part A or Part B, the file needs to be downloaded and saved as a Word document or RTF file to make any changes or to add electronic or manual signatures. When any changes or signatures are added to the IA, upload the document as a supporting document into STRIPES. FedConnect response from the Servicing Agency to DOE Contracting Officer constitutes signatures. If FedConnect is not used, then the previous method of a hand signature is required. The hand signed document must be scanned and uploaded into STRIPES as part of the official IA file.

The Department of Energy's Certifying Official shall complete the table & certification

Basic appropriation symbol (Treasury account symbol) - [insert]  
Fund citation (line of accounting) - [insert]  
Fiscal year fund appropriated - [insert]  
Appropriation expiration date - [insert]  
Other funding limitations - [insert]  
Type of funds (e.g., one-year, no-year) - [insert]  
Agency location code - [insert]  
Federal agency code - [insert]  
Funding agency code - [insert]  
Funding office code - [insert]  
Trading Partner Number - [insert]  
DUNS/BPN number (Business Partner Network or BPN #) - [insert]

Department of Energy Funds Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed Name - [insert]

Title - [insert]

**B.13. Servicing Agency Funding Information**

The requisitioner, or designee, should coordinate with the local finance office and/or the applicable Servicing Agency finance office to complete the table below.

The Servicing Agency shall complete the table below.

DUNS/BPN number - [insert]

Location Code - [insert]  
Basic Appropriation Symbol - [insert]  
Trading Partner Number - [insert]  
Receiving Account Number - [insert]

#### B.14. Description of Requesting-Agency Unique Restrictions

This section identifies unique restrictions applicable to the Department of Energy regarding the action or the funding being provided.

The following unique DOE restriction(s) apply to this action [insert description]

#### B.15. Amendments

Any amendments to the terms and conditions in Part B shall be made in writing and signed by both the Servicing Agency and the Requesting Agency.

#### B.16. Contact Information

Servicing Agency Contracting POC

Name - [insert]  
Address - [insert]  
Email - [insert]  
Phone - [insert]  
Fax - [insert]

Servicing Agency Financial POC -

Name - [insert]  
Address - [insert]  
Email - [insert]  
Phone - [insert]  
Fax - [insert]

Department of Energy Program Office POC

Name - [insert]  
Address - [insert]  
Email - [insert]  
Phone - [insert]  
Fax - [insert]

Department of Energy Financial POC -

Name - [insert]  
Address - [insert]  
Email - [insert]  
Phone - [insert]  
Fax - [insert]

#### B.17. Signatures

Once the Interagency Agreement (IA) is finalized, you will not be able to make changes or add signatures. In those instances, to add signatures or to make any changes to Part A or Part B, the file needs to be downloaded and saved as a Word document or RTF file to make any changes or to add electronic or manual signatures. When any changes or signatures are added to the IA, upload the document as a supporting document into STRIPES. FedConnect response from the Servicing Agency to DOE Contracting Officer constitutes signatures. If FedConnect is not used, then the previous method of a hand signature is required. The hand signed document must be scanned and uploaded into STRIPES as part of the official IA file.

By signing this document, the Department of Energy confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the action described in this document; that all unique funding and procurement requirements, if applicable, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Department of Energy.

Department of Energy Official

\_\_\_\_\_  
Signature  
Contracting Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency

Servicing Agency Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency