



## **INFORMATION FOR COMPLETION OF FS FORM 7600A FOR GSA OTS FULL SERVICE PROGRAM**

*Requesting Agencies can use sample FS Form 7600A provided by GSA, or go to the following site to fill in a blank FS Form 7600A and download:*

[https://www.fiscal/treasury.gov/fsservices/gov/acctg/g\\_invoice/g\\_invoice\\_home.htm](https://www.fiscal/treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm)

### **GENERAL TERMS AND CONDITIONS (GT&C NUMBER) N/A**

### **AGENCY INFORMATION Block #1**

**Agency Identifier (AID)** Requesting Agency list 3-digit Treasury managed organizational ID (Treasury Account Symbol (TAS))

Servicing Agency (GSA) AID: **047**

**Agency Location Code (ALC)** Requesting Agency list 8- digit identifier

Servicing Agency (GSA) ALC: **47000016**

**Agency Name** Requesting Agency list Name

Servicing Agency (GSA) Name: **General Services Administration**

**Agency Address** Main Address for Agency

Servicing Agency (GSA) Address: **1800F St NW, Washington, DC 20405**

**Cost Center** *Can be left Blank*

### **Business Unit**

Requesting Agency list Business Unit Name

Servicing Agency (GSA) Business Unit: **Office of Telecommunications Services (OTS), Office of Information Technology Category (ITC), Federal Acquisition Service, GSA**

### **GT&C AGREEMENT INFORMATION**

**Block #2 GT&C Title** **GSA OTS Full Service Program Agreement**

**Block #3 Agency Agreement Number**

Requesting Agency to Assign Agency Agreement Number for Tracking  
Servicing Agency (GSA) will use Requesting Agency Agreement Number

**Block #4 Agreement Period**

**Start Date:** Date that Requesting Agency fills out form

**End Date** 05/31/2023 (even if services are likely to disconnect sooner)

**Block# 5 Termination Days** – Default 30 (calendar days written notice, either party)

**Block #6 Agreement Type** - *Multiple*

**Block#7 Advanced Payment Indicator** -: *No*

**Block#8 Assisted Acquisition Indicator:** *Yes*

**ESTIMATED AGREEMENT AMOUNT Block #9 –**

**Total Direct Cost Amount** : Based on TOPS Monthly Costs. Total Vendor Costs for all Requesting Agency Accounts covered, totaled for all months through 5/31/2023

**Total Overhead Fees and Charges Amount:** Total Direct Cost Amount x 30%

**Total Estimated Amount:** Sum of the above two figures

**Enforce Total Remaining Amount** : No

*Note that GSA will only bill against funds Obligated by the Buyer Agency via the FS 7600B Form or other Obligating Document, for actual costs incurred*

**ADDITIONAL AGREEMENT INFORMATION**

**Block#10 Explanation of Overhead Fees and Charges:** *The Block #9 Fee for the GSA OTS Full Service Program = 30% of the Costs of Vendor Services for the Agreement Period*

**Block# 11 Requesting Scope** : *See Attachments for Scope and Applicable TOPS Accounts*

**Block #12 Requesting Roles:** *See Attachments*

**Block# 13 Servicing Roles:** *See Attachment*

**Block #14 Restrictions:** *None*

**Blocks # 15 and #16 – Already Prepopulated**

**Block # 17 Requesting Assisted Acquisitions:** **See Block #1 and Attachment**

**Block # 18 Servicing Assisted Acquisitions:** **See Block #1 and Attachment**

**Block #19 Requesting Clauses:** *None*

**Block #20 Servicing Clauses:** *None*

**CLOSE GT&C Block #21 Closing Date:** *TBD*

### **PREPARER INFORMATION**

**Block #22** Prepared Name, Phone, Email – Coordinate with your GSA POC

### **AGREEMENT APPROVALS**

Both Block #23 and Block 24 require Signatures

**Block #23 REQUESTING INITIAL APPROVAL**

**Block #24 REQUESTING AGENCY FINAL APPROVAL**

Requesting Agency might have same party as Initial and Final Approval

**Block #23 SERVICING AGENCY INITIAL APPROVAL**

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**Block #24 SERVICING AGENCY FINAL APPROVAL**

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