

GSA Federal Acquisition Service (FAS), Office of Telecommunications Services (OTS) Full Service Interagency Agreement (FS Form 7600A)

Attachment I of ___ Attachments :

Requesting Agency Tracking Number from the FS 7600A:

Roles & Responsibilities of Servicing Agency & Requesting Agency

Overview:

GSA local telecommunications services provide recurring voice, video, and data services on GSA' pre-competed Indefinite Delivery/Indefinite Quantity (IDIQ) telecommunications contracts. GSA's Full Service Program supports the total life cycle of telecom acquisition in GSA Regions 1 through 10 (excludes National Capital Region). This includes service order placement, service implementation, and in-service/trouble management. This approach provides one telecommunications bill (centralized for local telecommunications service nationally).

Authority:

The Servicing Agency's authority for this IAA is derived from 40 U.S.C §§ 501-502 (for personal property and non-personal services), 40 USC § 11314 (for some aspects of information technology), 40 USC 11302(e) (OMB's executive agent designation) and/or the Acquisition Services Fund, 40 USC § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

The parties agree to the following roles and responsibilities:

Servicing Agency Roles and Responsibilities:

- 1) provide local telecommunications services within scope of this IAA (in GSA Regions 1 through 10), using internal GSA Local Telecommunications Services contracts supporting the Full Service Program;
- 2) support the Requesting Agency in defining telecommunications requirements, key project objectives, unique project requirements and performance expectations;
- 3) treat all Requesting Agency information as "Sensitive But Unclassified Information" (SBU) to ensure proper handling and marking of data;
- 4) conduct market research and acquisition planning;
- 5) manage the project lifecycle from requirement development to contract closeout;
- 6) develop, award, and administer Federal Acquisition Regulation (FAR) compliant contracts and task orders. Comply with competition and fair opportunity requirements;
- 7) respond promptly to inquiries from the Requesting Agency concerning the process and project status, and maintain a professional, courteous relationship with the Requesting Agency;

- 8) exercise best efforts, based on information provided by the Requesting Agency, to assist them in fulfilling their duty to comply with the *bona fide* needs rule of 31 U.S.C § 1502 to ensure compliance with all applicable fiscal law and statutes and regulations;
- 9) resolve contractual problems or issues;
- 10) provide legal support and representation for contract disputes, claims, and protests of the GSA administered contracts or task orders;
- 11) maintain accurate records and files from project initiation through contract closeout;
- 12) enforce contractual terms and conditions to ensure the timely delivery of services;
- 13) perform final acceptance of services;
- 14) order and manage disconnect of services when requested by Requesting Agency;
- 15) pay non-disputed invoices for services that flow through the Servicing Agency revolving fund;
- 16) bill the Requesting Agency in arrears on a monthly basis. Provide sufficient detailed data to the Requesting Agency to support the summary level billing of the monthly vouchers;
- 17) return excess funds to the Requesting Agency, as necessary;
- 18) when applicable, close-out the contract action and Interagency Agreement;
- 19) be a good steward of the Requesting Agency's funds, and to use these funds in compliance with the requirements of fiscal law.

Requesting Agency Roles and Responsibilities:

- 1) submit Orders to TSR@gsa.gov and have the appropriate delegation of authority to obtain telecommunications services on behalf of the Requesting Agency;
- 2) assign a financial point of contact who will sign or obtain the appropriate agency signature on the funding documents;
- 3) ensure that this IA is signed by an official(s) who is authorized to sign interagency agreements;
- 4) comply fully with applicable procurement regulations and policies in all matters related to this IA;
- 5) identify and document requirements for submission to the Servicing Agency at the time of funding;
- 6) provide funding for costs described in Part B, for all products and services ordered;
- 7) manage and fund any services necessary to coordinate the use of "third party-provided" equipment (Neither the Servicing Agency nor its contractors will be responsible for paying for, programming, provisioning, staging, or commissioning any third-party-furnished equipment);
- 8) coordinate facility/building access; approve schedules for service installation; program or configure agency-managed CPE;

- 9) **do not** authorize work, change any contractual documents, modify the authorized scope of work, authorize accrual of costs or otherwise provide direction to contractors except as expressly authorized by a Servicing Agency Contracting Officer; advise Servicing Agency immediately of any problems or changed conditions that affect performance by the contractor;
- 10) receive, inspect, and either reject or accept the services within 30 days of receipt, unless a shorter or longer period is permitted under the applicable contractual relationship with the contractor and report findings to the Servicing Agency Project Manager;
- 11) transfer funds to GSA in support of services rendered. Execute all responsibilities in a timely fashion so that all provisions of the Prompt Payment Act can be met;
- 12) provide additional funding when required to fully cover services;
- 13) be a good steward of the agency's funds, and to use these funds in compliance with the requirements of fiscal law.

**Attachment II of ___ Attachments :
Requesting Agency Tracking Number _____**

**This IAA Part A Document is applicable to the Following GSA TOPS
System Account Numbers:**

Requesting Agency to list all applicable TOPS Account Numbers

(Note: A Spreadsheet can be used for this Attachment as long as it is labeled as an Attachment to the Full Service Interagency Agreement, and lists the Tracking Number assigned by the Requesting Agency on the 7600A Form)