

7600A - General Terms and Condition (GT&C) Section

The GT&C is the partnership section of the IAA. It sets the relationship between the servicing agency (DTIC) and the requesting agency. It identifies the agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type. This section identifies the general terms and conditions that will govern the relationship between the requesting agency and servicing agency, including roles and responsibilities for both partners to ensure effective management of the effort. A GT&C is like a Memorandum of Understanding (MOU) and can be used in its place.

No fiscal obligations are created through the execution of the GT&C; therefore, no services may be performed and/or no goods may be delivered.

Block No.	Field Name	Instructions/Description												
General Terms and Conditions (GT&C) Section														
	IAA Number	<p>The IAA Number is a unique agreement number that must be established between the Requesting Agency and DTIC that will track each IAA from the beginning through to completion or termination.</p> <p>Each Requesting Agency should either establish the IAA Number or may agree to an IAA number assigned by the Servicing Agency.</p> <p>The recommended IAA Number is a three-component numbering schema to capture and track the following:</p> <ul style="list-style-type: none"> • The first component is the GT&C number. • The second component tracks any related Orders but is zero filled on the GT&C because there may be more than one Order. • The third component tracks any amendments to the GT&C or modifications to related Orders. <p>IAA Number _____ - _____ - _____ GT&C# - Order # - Amendment/Mod #</p>												
		<table border="1"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Field Requirements</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GT&C #</td> <td>Alphanumeric</td> </tr> <tr> <td>2</td> <td>Order #</td> <td>Alphanumeric</td> </tr> <tr> <td>3</td> <td>Amendment/Mod #</td> <td>Numeric – <ul style="list-style-type: none"> • Enter amendment number for each GT&C amendment. • Enter Mod number for each Order modification. </td> </tr> </tbody> </table>	Component	Description	Field Requirements	1	GT&C #	Alphanumeric	2	Order #	Alphanumeric	3	Amendment/Mod #	Numeric – <ul style="list-style-type: none"> • Enter amendment number for each GT&C amendment. • Enter Mod number for each Order modification.
Component	Description	Field Requirements												
1	GT&C #	Alphanumeric												
2	Order #	Alphanumeric												
3	Amendment/Mod #	Numeric – <ul style="list-style-type: none"> • Enter amendment number for each GT&C amendment. • Enter Mod number for each Order modification. 												
Example Scenarios - IAA Number														
		<p>IAA Number _____ - _____ - _____ GT&C# - Order # - Amendment/Mod #</p>												

Scenario	Description	New GT&C	Amendment	Example
a	New GT&C	YES	NO	00001234-0000-000
b	Amendment to GT&C	NO	YES	00001234-0000-001
c	New Order	YES	NO	00001234-0001-000
d	Modification to Order	NO	YES	00001234-0001-001

See Reference and Guidance at: https://www.fiscal.treasury.gov/fsreports/ref/fincMgmtStdzn/fincMgmtStdzn_home.htm for the schema.

DEPARTMENT AND/OR AGENCY GENERAL INFORMATION

1	Name	Enter the Department and/or Agency names of the Requesting Agency and Servicing Agency. (The specific office name will be captured in the order.)
	Address	Enter the Requesting Agency's and DTIC mailing address.
2	Servicing Agency Agreement Tracking Number (Optional)	Enter the DTIC RMS number for your effort.
3	Assisted Acquisition Agreement	Assisted Acquisitions are interagency/reimbursable agreements, where the Servicing Agency provides acquisition support and awards contracts on behalf of the Requesting Agency's requirements for products or services. DTIC provides Assisted Acquisitions – Always check Yes
4	GT&C Action (Check action being taken.)	
	New	Check if this is a new IAA. Enter the GT&C # in the IAA Number schema at the top of the form.
	Amendment	Check if the GT&C is being amended. Complete only the GT&C blocks being changed and explain the changes being made. Enter an Amendment Number in the IAA Number schema. Authorization of an Amendment to the GT&C requires official signatures of both the Requesting Agency and Servicing Agency.
	Cancellation	Check if this IAA is being canceled, provide a brief explanation, and complete the End Date for when the IAA cancellation is effective.
5	Agreement Period	The Agreement Period identifies the period during which the Requesting Agency expects all Orders to be completed by DTIC. An IAA becomes effective when both parties have signed.
	Start Date MM-DD-YYYY	Enter the date (Month, Day, Year) when the IAA will begin; this date must be on or after the date the IAA is signed by both parties.

	End Date MM-DD-YYYY	Enter the date (Month, Day, Year) when the IAA will end and all orders will be completed with delivery of products and/or services and closeout activity. If Cancellation is checked in the GT&C Action block, enter the End Date for the effective cancellation date. Typically 9 years from start date
6	Recurring Agreement (Check One)	Check Yes if this is a recurring agreement that will be renewed on a regular basis, unless a notice to discontinue is received. If Yes , check if this is an Annual Renewal or Other Renewal. If Other Renewal is checked, state the recurring renewal period. Check No - this is not a recurring agreement. New task orders require new agreements.
7	Agreement Type (Check One)	Each IAA is for one Reimbursable Agreement and/or Assisted Acquisition Agreement between trading partners and always will have one GT&C and one or more supporting orders. These Agreement Types inform the parties as to whether there is one order or more than one order to support the GT&C.
	Single Order IAA	Check this box if this is a one-to-one relationship where there is only one order (funding document) for the GT&C.
	Multiple Order IAA	Check this box if this is a one-to-many relationship where there is more than one order (funding document) for the GT&C.
8	Are Advance Payments Allowed for this IAA (Check One)	DTIC does not allow for advanced payments. This box must be checked No.
9	Estimated Agreement Amount (Optional for Assisted Acquisitions):	
	Direct Cost	Direct Cost: Estimated Contract Ceiling (task order value).
	Overhead Fees & Charges	Overhead Fees & Charges: DTIC Customer Shared Direct Cost (CSDC) = Estimated Ceiling*Current Rate (FY19 provisional rate is 1.0%) (See Block 20 for additional information about CSDC)
	Total Estimated Amount	Enter the total agreed-upon estimated amount (direct cost plus overhead fees & charges) for this IAA.
	Provide a general explanation of the Overhead Fees & Charges	DTIC will provide a general explanation of how the overhead fees and charges are calculated.
10	STATUTORY AUTHORITY	Identify the Requesting Agency's and Servicing Agency's statutory authority for this IAA.
	a. Requesting Agency Authority	The authority for the Requesting Agency must be the Economy Act (31 U.S.C 1535).

		It is important to note that section 1535(d) states, in part, that “[t]he amount obligated is de-obligated to the extent that the agency or unit filling the order has not incurred obligations before the end of the period of availability of the appropriation , in (1) providing goods or services; or (2) making an authorized contract with another person to provide the requested goods or services.”
	b. Servicing Agency Authority	The authority for the Servicing Agency is the Economy Act (31 U.S.C 1535).
11	Requesting Agency’s Scope	State and/or list attachments that support the Requesting Agency’s Scope. Insert the task order number, task order title, contract/DO (if awarded) Enter the Requesting Agency’s scope of the work to be performed for the entire IAA by the Servicing Agency. The scope/statement of work/memorandum of understanding may be attached and may contain roles and responsibilities.
12	Roles & Responsibilities for the Requesting and Servicing Agencies	State the respective roles and responsibilities that the Requesting and Servicing Agencies must carry out to ensure the effective management and fulfillment of the IAA requirements. Include standard language in Block 12 of sample.
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	For Assisted Acquisitions, the Servicing Agency will allocate the socioeconomic credit for meeting small business goals 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; <i>Intra governmental Transaction (IGT) Guide</i> , at: http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html .
16	Termination	Insert number of days that this IAA may be terminated by written notice by either the Requesting Agency or Servicing Agency. 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	The Requesting Agency shall attach a list of its organizations (offices, bureaus, divisions, etc.) that are authorized to request acquisition assistance for this IAA. Attach list of RA subordinate units funding this effort. Non-subordinate additional funders may require separate 7600As.
18	Assisted Acquisition Agreements – Servicing Agency’s Organizations Authorized to Provide	The Servicing Agency shall attach a list of its organizations (offices, bureaus, divisions, etc) that are authorized to provide acquisition assistance for this IAA.

	Acquisition Assistance for this IAA	
19	Requesting Agency Clause(s) (Optional)	<p>Include any additional Requesting Agency clause(s). For Example: Include an ownership clause here if the Requesting Agency wants to recognize ownership of the product or service upon completion of this IAA.</p> <p>In addition, include any clauses to support GT&C Amendments.</p> <p>Always include the statement: "Contract funding will be designated direct cite or reimbursable on each specific order. DTIC CSDC funding is always reimbursable."</p>
20	Servicing Agency Clause(s) (Optional)	<p>Standard Servicing Agency Clauses in Block 20 of sample will not be altered.</p> <p>Regarding section 14 above, in order to allocate the socioeconomic credit the Servicing Agency (DTIC) will inform the Requesting Agency of any Small Business awards but is not able to alter the data in the Federal Procurement Data System.</p> <p>DTIC's CSDC is assessed each year by the IAC Reimbursable Review Board in consultation with the General Counsel and the OUSD Comptroller and will be adjusted yearly, therefore the CSDC rate may fluctuate during the course of this Agreement. This is an estimate. For the purposes of this estimate, please enter the provisional CSDC rate of 1.0%. When preparing your financial document, please see http://iac.dtic.mil/financial_mgmt.html for the actual rate. At no time should it be expected that the CSDC is 0% for the life of the project.</p> <p>The Requesting Agency will provide funding for task order services and CSDC on the FMS 7600B. Task order funds are collected as services are performed but 100% of the CSDC provided is collected within 30-45 days after the acceptance is issued. Collection will take place by DFAS (through IPAC) using standard DOD collection processes. DTIC does not generate or provide customer invoices. The Defense Agencies Initiative accounting system automatically generates revenue and billing events as DTIC is billed by the vendor. Revenue and billing events for 100% of the CSDC provided on Form 7600B will be entered in DAI at the end of the first month. DFAS processes billing events and collections via IPAC.</p> <p>It is the responsibility of the receiving component to notify DTIC and the COR of any intent to stop work and/or payment. This includes the intent to charge back any IPAC transactions initiated by DTIC. The receiving component is responsible for paying all vendor costs incurred on the project prior to an official contract mod terminating the effort.</p>
21	Additional Requesting Agency and/or Servicing Agency Attachments (Optional)	<p>State and/or attach additional Requesting Agency and/or Servicing Agency attachments. List attachments for the Requesting Agency and Servicing Agency.</p> <p>If necessary, attach additional authority information here for Requesting Agency.</p>
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 OFFICIALS

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.

You are the **requesting agency**, please execute the signature section on the requesting agency side of block 23. **DTIC is the servicing agency** and as such will sign block 23 in the servicing agency section.

23	Agency Official (Requesting Agency & Servicing Agency)	Name	Enter the name of the Agency Official.
		Title	Enter the title of the Agency Official.
		Telephone Number(s)	Enter the telephone number(s) of the Agency Official.
		Fax Number	Enter the fax number for the Agency Official.
		Email Address	Enter the email address for the Agency Official.
		SIGNATURE	The Requesting Agency Official and the Servicing Agency Official must sign to confirm that all General Terms and Conditions are included to support this IAA.
		Approval Date	The IAA becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials. However, a fiscal obligation is not created until the parties execute an Order, which requires the Requesting Agency to describe a bona fide need and to provide funding information that must then be accepted by the Servicing Agency.