



Alert Summary

Similar to making a purchase using the GSA schedule, FEDLINK customers can place orders directly with online services vendors via the Direct Express option.

Under this streamlined purchasing process, products and service offerings are as comprehensive as always— electronic database publications, document delivery services, associated print publications and specialized access options.

Working with DAR and FEDLINK

DAR Partners is a Prime vendor on the FEDLINK contract. FEDLINK is the FSSI/IDIQ for information and data services. DAR provides multiple data and information services to the Federal Government. The following information contains excerpts from FEDLINK Alert 2015-01 with information and ordering guidelines. <http://www.loc.gov/flicc/publications/IA2015/IA201501.pdf>

FEDLINK Direct Express Option, Fiscal Year 2015. As a federal revolving fund program authorized under the Library of Congress' Fiscal Operations Improvement Act, P.L. 106-481, section 103 (2 U.S.C. section 182c), the Library of Congress FEDLINK program can provide: (1) The procurement of commercial information services, publication in any format, and library support services; (2) Related accounting services; (3) Related education, information, and support services to federal offices and to other organizations entitled to use federal sources of supply. In addition to interagency transfers for Transfer Pay services, FEDLINK can accept fees from federal agencies that have "passed through" a vendor and have been earned for facilitating federal purchasing, i.e., the vendors pay the FEDLINK administrative fees.

FEDLINK negotiated Indefinite Delivery Indefinite Quantity (IDIQ) contracts with Database service vendors. These contract vehicles allow the government to place orders for an indefinite quantity of commercially available supplies or services during a fixed period.

With Direct Express, the member agency's contracting official may simply cite the FEDLINK contract number on their agency purchase

order and send it directly to the vendor. When citing FEDLINK procurement vehicles, members are responsible for executing all contract actions in accordance with applicable regulations. For Federal Procurement Data System (FPDS) reporting, the LC/FEDLINK Agency ID is 0300; the IDIQ contract numbers are provided below.

For IDIQ contracts, no FBO synopsis is required on purchases over \$25,000. When comparing two vendors with similar database offerings, customers may want to compare prices or choose a vendor based upon their interface.

The vendor receives the purchase order, sets up the customer's account and promptly issues passwords and/or authorization numbers. The vendor will then invoice the FEDLINK customer directly against their agency's purchase order. The customer's agency finance office pays the invoice (and any interest penalties) and reports disbursements to the customer. FEDLINK does not issue statements of account for Direct Express purchases.

The vendor pays the **FEDLINK administrative fee of 0.75% of total quarterly Direct Express sales**. The fee is included in the contract award price(s) and reflected in the total amount charged to ordering activities. Direct Express customers are responsible for initiating the purchase including the creation of the sole source justification at the order level, managing delivery of the products and services, and paying invoices.

Transfer Pay Option

As cost effective as Direct Express is, most current members will continue to prefer transfer pay mode, which offers them more flexibility in managing their funds and provides more assistance with procurement processes.

Under the Transfer Pay option, customers transfer both FEDLINK administrative fees and estimated annual service dollars to Library of Congress (LC)/FEDLINK via a signed Interagency Agreement (IAA). On behalf of the customer, LC/Contracts issues a delivery order to the vendor in the amount specified on the IAA. After receiving the delivery order, the vendor provides service to the customer and submits the customer's invoices to FEDLINK. FEDLINK reviews the invoices, rejects improper ones, and pays acceptable ones from the customer's account. FEDLINK sends the customer copies of rejected invoices, paid invoices, and a monthly statement of account.

If there are surplus funds in one vendor account, an amendment form can conveniently move these funds to another needed service.

Another major benefit of Transfer Pay is extended order deadlines. Instead of having to fulfill a member's order either by providing services or by issuing delivery orders to vendors prior to the end of the fiscal year, before their funds expire, FEDLINK is able to accept signed IAAs with firm orders late in September every year. In addition, FEDLINK is also authorized to accept IAAs and amendments by fax, pending receipt of originals via courier service or mail. This reduces the lead time necessary to add funds to purchase information products and services at the end of the fiscal year.



More Information is Available

For questions on Direct Express, contact FEDLINK Network Operations by phone at (202) 707-4850 or by email to gharris@loc.gov. For assistance with your current accounts, please call the FEDLINK Fiscal Hotline at (202) 707-4900.

DAR Partners vendor page:

http://www.loc.gov/flicc/contracts/Vendor/DARpartners_DP.html