

**UNITED STATES GOVERNMENT  
GENERAL TERMS & CONDITIONS (GT&C)  
FS Form 7600A**



**FEDLINK required fields are highlighted.**

Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

[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)

<b>NEW OR MODIFIED GT&amp;C</b>			
<b>General Terms and Conditions (GT&amp;C) Number</b>	GT&C Number: A#####-####-####-#####		
	Requesting Agency (Buyer)		Servicing Agency (Seller)
	Agency Agreement Tracking Number:		Agency Agreement Tracking Number: GYY-##### AAAA-0000
	Modification Number: 0		
	Status: Internal Draft		
<b>AGENCY INFORMATION</b>			
		Requesting Agency (Buyer)	Servicing Agency (Seller)
	Agency Name		Legislative Branch Agencies
	Group Name		FEDLINK
	Group Description		FEDLINK - Library of Congress
	Document Inheritance Indicator	Yes	Yes
	Agency Location Code (ALC)	#####	03000001
	ALC Description		03000001 - 003 - Library of Congress - OFFICE OF THE CHIEF FINANCIAL OFFICER
	Subordinate Group		
	Cost Center		
	Business Unit		
	Department ID		
<b>GT&amp;C INFORMATION</b>			
	GT&C Title	GYY-##### AAAA-0000	
	Business Application	Standard Order Processing	
	Order Originating Partner Indicator	Servicing Agency or Requesting Agency <b>CHOICE IS PERMANENT</b>	
	Agreement Period	Start Date: 10/01/20XX	End Date: XX/XX/20XX
	Termination Days	60	
	Agreement Type	Multiple	

Advance Payment Indicator	Are Advance Payments allowed for GT&C? <b>Yes</b>
	*If "Yes", the Servicing Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.
Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <b>Yes</b>
	*If "Yes", the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.

**ESTIMATED AGREEMENT AMOUNT**

Total Direct Cost Amount	
Total Overhead Fees and Charges Amount	Estimated based on current fee schedule.
Total Estimated Amount	\$
Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? Yes
	*If "Yes", G-Invoicing will not allow Order total to exceed the GT&C total.

**ADDITIONAL AGREEMENT INFORMATION**

Explanation of Overhead Fees and Charges	FEDLINK’s Standard Transfer Pay fee is 6.75%. Discounts to the standard fee may be offered. Any discount will be included on each 7600B/Annual Order. Visit <a href="http://www.loc.gov/flicc">www.loc.gov/flicc</a> to learn more.
Requesting Scope	<b>DO NOT CITE THE ECONOMY ACT.</b> <i>See notes at end of document.</i>
Requesting Roles	<i>Response is optional. See notes at end of document.</i>
Servicing Roles	FEDLINK program provides the following services: assisted acquisition of commercial information services, publications in any format, and library support services; related accounting services; and related education, information and support services.
Restrictions	<i>Response is optional.</i>
Assisted Acquisitions Small Business Credit Clause	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.
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 5; Intragovernmental Transaction (IGT) Guide, at <a href="http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html">http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html</a> .
Requesting Assisted Acquisitions	<b>2 U.S.C. section 182c</b>
Servicing Assisted Acquisitions	Section 103 of P.L. 106-481 (2 U.S.C. section 182c) FEDLINK program provides the following services: assisted acquisition of commercial information services, publications in any format, and library support services; related accounting services; and related education, information and support services.
Requesting Clauses	<i>Response is optional. See notes at end of document.</i>
Servicing Clauses	See attached FEDLINK GTC Addendum.
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**CLOSE GT&C**

**REJECT GT&C**

**PREPARER INFORMATION**

Preparer Name

Preparer Phone

Preparer Email

**AGREEMENT APPROVALS**

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s)

Requesting Initial Approval  
(required)

Servicing Initial Approval  
(required)

Name

Signature

Title

Email

Phone

Fax

Date Signed

Requesting Final Approval  
(required)

Servicing Final Approval  
(required)

Name

Signature

Title

Email

Phone

Fax

Date Signed

**ATTACHMENTS**

Name	File Alias	Updated By	Date/Time
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FEDLINK GTC Addendum.pdf	FEDLINK GT&C Addendum		
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Estimate d Regsitrati ion.pdf	<b>Estimated fees for the term of the agreement</b>		
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**NOTE:**

**FEDLINK recommends sharing a PDF draft before using the G-Invoicing sharing functions.**

**The annual FEDLINK registration is attached to the order.**

**Block 5 - Agreement Period:** FEDLINK normally sets the beginning of a Fiscal Year as the start of our agreements; however, if the agency prefers, the start date can be "Date signed." The ending date will not extend beyond the end of the fifth fiscal year in which the agreement starts. All agreements end on September 30 so that FEDLINK can manage agreement closeouts efficiently. For example: an agreement may be 10/01/2024 to 09/30/2029 OR 03/16/2025 to 09/30/2029 for a five year GT&C. FEDLINK is not permitted to enter agreements that are longer than five years.

**Block 12 - Requesting Scope:** Do not attach or refer to an SOW, that goes with the G-Order (7600B). Preferred language quotes the FEDLINK statute: "The Agency requests FEDLINK to provide assisted acquisition of commercial information services, publications in any format, and library support services; related accounting services; and related education, information and support services."

**Block 13 - Requesting Roles and Block 20 - Requesting Clauses:** Statements in these sections may not add directives to FEDLINK. If the Requester has internal requirements for additional reviews or approvals, such as annual or mid-point reviews, it must clearly state that is is the duty of the Requester to initiate these activities. References to statutes, regulations other than FAR, and agency directives or manuals require review by the Library of Congress General Counsel. This will add time for completion of the GT&C.

Consult the [FEDLINK G-Invoicing FAQ](#) for additional advice on preparing a GT&C.

Visit FEDLINK's [Account Management webpage](#) for more information on G-Invoicing and managing FEDLINK IAAs.

Questions? Contact [FEDLINK Fiscal Operations](#). You can expect an answer within one business day.