



**FEDLINK/Library of Congress  
G-Invoicing  
General Terms and Conditions (GT&C) Addendum**

**Responsibilities**

**FEDLINK/Library of Congress will:**

- a. Establish contracts in accordance with the Federal Acquisition Regulation (FAR) despite the Library of Congress' status as a legislative branch agency); comply with Defense procurement requirements for contract actions for Department of Defense Members; and, allocate socio-economic credit to the Member for any contract actions executed on the Member's behalf.
- b. Process and pay invoices for Member orders.
- c. Supply the Member with monthly statements of account.
- d. Reconcile accounts.
- e. Process necessary account adjustments.
- f. For services of a continuing nature, such as subscriptions to online databases and other serial publications, establish contract options to provide for continuity of service between Annual Orders under this IAA.

**The Member will:**

- a. Follow administrative policies and procedures set forth in FEDLINK/Library of Congress (FEDLINK) instructions.
- b. Pay for products and services by advance of funds pursuant to an Annual Order. Advance payment is required by 2 U.S.C. 182c(c)(2)(A), as the Librarian of Congress has determined that advance payment is necessary to operate the FEDLINK program. Revenue is recognized when contract actions are executed in fulfillment of Annual Orders.
- c. Be responsible for costs incurred as a participant in the FEDLINK program. If the Member incurs costs that exceed funds obligated on an Annual Order, or uses or accepts goods or services outside of the scope of a FEDLINK contract or order, such costs will be the responsibility of the Member.
- d. Notify FEDLINK of any unique requirements or mission-specific restrictions applicable to this IAA and Annual Orders.
- e. Support the FEDLINK contracting officers and contracting officer representatives in the establishment and administration of contracts and orders issued in fulfillment of this IAA.

- f. Properly order and verify receipt of goods and services for which FEDLINK makes payment and monitor usage of contracted services to ensure sufficient funds are available.
- g. For services of a continuing nature, such as subscriptions to online databases and other serial publications, provide FEDLINK timely notification of the Member's intent to renew services and process subsequent Annual Orders in a timely fashion.
- h. Assess a contractor's performance of fulfilling orders and provide such evaluations to the Library of Congress/ FEDLINK.
- i. Inform FEDLINK as soon as reasonably possible when a contractor 1) fails to deliver goods or services, or otherwise fails to perform, under any FEDLINK contract or order; or 2) provides goods and/or services that fail to conform to the requirements of a FEDLINK contract or order.
- j. Inform FEDLINK as soon as reasonably possible when a contractor notifies the member of a termination, protest, claim, appeal, or other action or dispute with respect to a FEDLINK solicitation, contract, or order.
- k. At the Member's request, contracts and orders issued in fulfillment of Annual Orders may be partially or wholly terminated for convenience or terminated for default in accordance with the FAR. Termination of the IAA will not result in the termination of contracts or orders issued under the IAA unless specifically requested by the Member.
- l. Assist the Library in pursuing, defending, or resolving terminations, protests, claims, disputes, and other administrative or judicial actions related to the Member's Annual Orders. The Member will pay all costs associated with such actions, provided, however, that the Member will not be responsible for costs arising from any FEDLINK error or negligence.

## **IAA DISPUTES**

Any disputes between FEDLINK and the Member under this IAA will be submitted to the Program Officials identified on the IAA. Disputes not resolved within 180 days will be referred to the Authorized Agency Officials. Disputes not resolved by Authorized Agency Officials within 180 days will be resolved consistent with the procedure established by [Treasury Financial Manual \(TFM\) Volume I, Part 2, Chapter 4700](#), Intragovernmental Transaction (IGT) Guide.

## **Approval**

Member acknowledges that the governing IAA terms and conditions supersede the terms or conditions of any member document. The Member represents that each request and order comply with all Member agency-specific authorities (such as laws, policies, and other agency-level restrictions), and FEDLINK may rely on these representations.