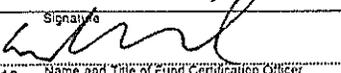


Interagency/Intra-agency Agreement			
Parties to the Agreement			
REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
1A. Department	U.S. Consumer Product Safety Commission	1B. Department	Department of Transportation
2A. Agency	CPSC	2B. Agency	Federal Aviation Administration
3A. Office		3B. Office	Technology/Office of Application
4A. OBLIGATION NUMBER (REQUIRED FOR IPACS)		4B. AGREEMENT NUMBER	FF-GOVTRIP-ESCI-PCPS-15
5A. Agency Location Code (ALC)	61-00-0001	5B. Agency Location Code (ALC)	69001104
6A. Data Universal Numbering Sys. # (DUNS)	069287522	6B. Data Universal Numbering Sys. # (DUNS)	809772007
7A. Tax Identification # (TIN)	520978750	7B. Tax Identification # (TIN)	730588975
8A. Treasury Symbol	61-15-0100	8B. Treasury Symbol	69X4562
9A. AID&Main Acct Code	061-0100	9B. AID&Main Acct Code	069-4562
10A. Accounting Classification Code	0100A15DSE. 2015 5445000000 EXFM002720 253N0	10B. Accounting Classification Code	1215ACIGOVCP5 000000 ACRK200000 00000 12X3000000 R90000
REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
11A. Finance Point of Contact		11B. Finance Point of Contact	
Name	Priscila Susi	Name	Thu T. Nguyen
Address	4330 East-West Highway Bethesda, MD 20814	Address	PO Box 25082, AMK-13 Oklahoma City, OK 73125
Phone	301-504-7566	Phone	405-954-5594
E-mail	PSusi@cpsc.gov	E-mail	thu.t.nguyen@faa.gov
12A. Program Point of Contact		12B. Program Point of Contact	
Name	Priscila Susi	Name	Mike Upton
Address	4330 East-West Highway Bethesda, MD 20814	Address	PO Box 25082, AMK-1 Oklahoma City, OK 73125
Phone	301-504-7566	Phone	405-954-8980
E-mail	PSusi@cpsc.gov	E-mail	Mike.Upton@faa.gov
13. Period of Performance		14. Legal Authority	
From (mm/dd/yy)	To (mm/dd/yy)	Public Law 104-205 (110 Stat. 2957)	
DOLS	Feb 29 2016	AMC-1 Franchise Fund Policy Statement, FY 2010-01 4/9/2010	
15. Total Agreement Amount (estimate)		16. Payment Terms and Schedule	
\$ 630.00		Advance Payment Required	
17. Brief Description of the Supplies, Services and Deliverables Required and Option Years, If Any:			
<p>ESC will provide storage for CPSC's historical Govtrip data on a server located at the MMAC SMF. Additionally, ESC will provide CPSC the ability to access the data via online reporting.</p> <p style="text-align: center;">Total 630</p> <p>Subject to Availability of Funding. Advances will be taken in accordance with continuing resolution guidelines. Upon approval of the DOT Appropriation, advances will be taken quarterly.</p>			
----- For Internal Use ONLY -----			
Franchise Agreement Financial History (addendum)			
Authorized Approvals			
REQUESTING AGENCY/BUYER		SERVICING AGENCY/SELLER	
18. Name and Title of Authorized Official		20. Name and Title of Authorized Official	
Eddie Ahmad, CPSC Contracting Officer		Mike Upton, Deputy Director, Enterprise Services Center, AMK-2	
Signature	Date	Signature	Date
	9/25/15	MICHAEL JAMES UPTON	
19. Name and Title of Fund Certification Officer		21. Name and Title of Authorized Official	
Signature	Date	Signature	Date



Enterprise Services Center Franchise Agreement

PROVIDER: U.S. Department of Transportation
Federal Aviation Administration
Enterprise Service Center
Mike Monroney Aeronautical Center
P.O. Box 25082, Oklahoma City, OK 73125

CUSTOMER: U.S. Consumer Product Safety Commission
4330 East-West Highway
Bethesda, MD 20814

I. PURPOSE

- A. The Enterprise Service Center (ESC) will provide U.S. Consumer Product Safety Commission (CPSC) as stated in the attached SOW to CPSC to host their Govtrip historical data on a server located at the MMAC SMF and to provide CPSC the ability access to the data via online reporting
- B. CPSC identified above has requested that ESC provide the goods and services identified in I(A) above.

II. SCOPE AND DELIVERY

- A. Project/Development support services for some or all of the following areas as outlined in Section I, paragraph A, furnished and provided by ESC shall be available to CPSC and any organizational component of CPSC that may be administratively supported by CPSC. This may include those goods, products and services identified in this agreement.
- B. This agreement and/or the attached SOW incorporated herein and the orders placed against this agreement provide the basis for funding, invoicing, and payment for transactions identified by this agreement and orders placed against this agreement. Additional funding commitments may be added to the agreement by modification, as a result of changes in the agreement and/or the SOW and the dollar amounts identified. Any such commitments shall be documented by a written modification to this agreement (See Section IV) and incorporated herein. Modifications shall be sequentially numbered. Modifications shall be signed by both parties of this agreement and shall be accomplished in accordance with Section IV of this agreement.
- C. CPSC and ESC are responsible for operating and maintaining their systems in accordance with the National Institute of Standards and Technology (NIST) requirements.



III. RESOURCE COMMITMENT

A. ESC agrees that:

1. Sufficient resources are available to provide the goods or services identified in I(A) above.
2. In accordance with Public Law 104-205, ESC will process an advance for costs identified on the Interagency/Intra-agency Agreement, Form DOT F2300.1a. Advance amounts will be adjusted should the Period of Performance identified coincide with a Continuing Resolution (CR). In such instances, the advance will be based upon the CR language (i.e., XX number of days). Upon approval of the application appropriation, the full remaining amount of the agreement will be advanced.
3. Advance billing and payment will be accomplished by an Intra-governmental Payment and Collection (IPAC) transaction.
4. In addition, FAA, MMAC, ESC will provide status reports monthly to CPSC reflecting dollars collected against funds advanced, billed and paid as identified on the DOT Form 2300.1A.

B. CPSC agrees that:

1. Funds equal to the amount listed on the attached Form DOT 2300.1a are available to ESC to carry out its obligations identified in this agreement.
2. A contact point and/or representative(s) will be designated, in writing at the time of the signing of this agreement, to coordinate activities including schedules, resource requirements, equipment needs, property requirements, etc., with ESC. The contact point/representative shall be authorized to, among other things, resolve issues relating to billings, transfers of funds, and any other dispute that may arise as a result of the performance of this agreement.
3. It will pay or cause to be paid to ESC, within 30 days of the IPAC, any and all amounts invoiced on behalf of ESC in accordance with this agreement and any modifications hereto. CPSC shall identify to ESC, within 60 days of its receipt of the IPAC, any disputes regarding procedures and/or amounts. Any dispute(s) regarding billing shall be resolved in accordance with Section X of this agreement.
4. It will provide ESC with as much lead-time as reasonably practical regarding any anticipated resource requirements.
5. It will provide reports and briefings, as reasonably requested, by ESC.
6. It will document, in writing, all requirements relative to this agreement, any order(s) placed in accordance with this agreement, and any modification(s) to this agreement.
7. It has the necessary and appropriate legal authority to enter into this agreement with ESC.
8. In accordance with FAR 17.5 CPSC has made the determination that it is in the Government's best interest to fulfill or satisfy these requirements through the ESC.

IV. AMENDMENTS, CHANGES, MODIFICATIONS

- A. Any and all changes and/or modifications to this agreement shall be in writing and shall be signed by an appropriately designated and authorized representative of each respective party acting within the scope of his/her authority. No oral statement by any person shall be

interpreted as modifying or otherwise affecting the terms of this agreement. Any and all requests for interpretation and/or modification shall be made in writing. Modifications shall be sequentially numbered.

- B. The approval authorities for ESC and CPSC relating to any such changes, modifications are the following:

Federal Aviation Administration,
Enterprise Services Center
Michael J. Upton, Deputy Director
PO Box 25082
Oklahoma City, OK 73125

U.S. Consumer Product Safety Commission
4330 East-West Highway
Bethesda, MD 20814

- C. It is mutually understood and agreed by the parties that the estimated dollar amount to be spent by CPSC under this agreement is identified in the Form DOT F2300.1a attached. In the event actual dollar amounts differ from the estimates, ESC and CPSC mutually agree to adjust the dollar amount by written modification. Any additional funds due and owing either party as a result of any such modification shall be paid in a reasonable period of time.

V. EFFECTIVE DATE AND PERIOD OF AGREEMENT

This agreement shall become effective on the date the last signature is affixed hereto. The period of performance for this agreement is identified in attachment 1, Form DOT F2300.1a, (Interagency/Intra-agency Agreement), block 13. Performance on this agreement will terminate on the ending date identified in Form DOT F2300.1a unless the period of performance is extended as necessary to complete all tasks and in accordance with the guidance in paragraph 3 of this section. In no event will this Franchise Agreement have an effective period of more than five (5) calendar years from the date the Franchise Agreement is exercised.

The parties acknowledge that fund obligations accruing to the parties and both of them out of this Agreement shall be accomplished in accordance with attachment 1, Form DOT F2300.1a, (Interagency/Intra-agency Agreement), and executed as between the parties. The parties acknowledge and mutually agree that the document as well as funding documents initiated by the customer in no way alters, amends, or modifies the obligations of the parties with respect to this Agreement. The parties further acknowledge and mutually agree that in the event of any conflict(s) between the document identified as an Interagency Agreement and this Franchise Agreement or other documents initiated by the customer, the terms and provisions of this Franchise Agreement shall be controlling and shall carry out the purpose(s) for which this Franchise Agreement is executed.

In addition to the forgoing and subject to funding availability, the effective period of this agreement may be extended for a period of up to ninety (90) calendar days to bridge performance hereunder until the appropriate agreement documentation can be entered into by the parties.



VI. PROPERTY ACQUISITIONS

Unless otherwise specified by modifications, any property acquired by ESC to perform work under this agreement shall become the property of ESC.

VII. REASONABLE CARE AND PROTECTION

ESC and CPSC mutually agree to exercise reasonable and appropriate care to protect from unauthorized disclosure to any third parties all intellectual property, proprietary and/or sensitive information and data that become available while fulfilling duties and obligations under this agreement. No information, oral or written, concerning pricing and terms of this agreement shall be published or released to any non-party without prior written approval of ESC and CPSC, except as provided by law.

VIII. AUTHORITY

The FAA authorities by which ESC enters into this agreement are:

- Public Law 104-205 (110 Stat.2957)
- AMC-1 Franchise Fund Policy Statement, FY 2010-01 (04/09/2010)

The authorities by which CPSC enters into this agreement are:

- The Economy Act (31 U.S.C. 1535)

IX. TERMINATION / REVOCATION

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations, which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

X. DISPUTE RESOLUTION

Where possible, disputes will be resolved by informal discussion between the parties. If the parties are unable to resolve any disagreement through good faith negotiations, the dispute will be resolved pursuant to the procedures and standards of the Business Rules for Intragovernmental Transactions delineated in the Treasury Financial Manual, Volume 1, Part 2, Chapter 4700, Appendix 10 available at [Http://www.fms.treas.gov/tfm/index.html](http://www.fms.treas.gov/tfm/index.html).



XI. DOCUMENT CONTROL

Revision	Date	Description
1.0	9/15/2015	Initial creation for customer

XII. APPROVALS

U.S. Consumer Product Safety Commission
Eddie Ahmad, CPSC Contracting Officer



 Signature Date

Mike Upton, Deputy Director, Enterprise Services Center

MICHAEL JAMES UPTON

Digitally signed by MICHAEL JAMES UPTON
DN: c=US, o=U.S. Government, ou=AMC, ou=AMC,
cn=MICHAEL JAMES UPTON
Date: 2015.09.25 11:29:27 -05'00'

 Signature Date



September 2015

Statement of Work

GovTrip Historical Data Storage

Implementation SOW

Agreement Number: FF-GOVTRIP-ESCI-PCPS-15



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I. About ESC

In the 1980's the US Department of Transportation (DOT) dedicated the resources to create an unparalleled team of professionals dedicated to supporting the diverse business needs of its agencies. Today called the Enterprise Services Center, this group assists numerous agencies with a wide range of business needs.

ESC has become a provider of choice because we take the time to learn our customer's business processes and requirements. We establish expectations and service levels and use the information we gather to develop an appropriate integration strategy for each customer.

ESC has extensive experience cross servicing other federal organizations, to include the Government Accountability Office, Department of Education, US Air Force, Coast Guard, Social Security Administration, Transportation Security Administration, National Endowment for the Arts, General Services Administration, Indian Health Service, and of course the Department of Transportation (DOT).

In February 2005, the Enterprise Services Center at the Federal Aviation Administration Mike Monroney Aeronautical Center was named one of OMB's Financial Management Centers of Excellence/Shared Service Providers.

The ESC constantly strives to improve service and our quality levels by:

- Providing Service Level agreements (SLAs) that ensure the performance you expect backed with complete performance metrics
- Updating and modifying your applications with the most current versions available
- Maintaining your Database
- Administering your servers
- Monitoring and tracking your system needs
- Providing system security including Certification and Accreditations (C&As)

The ESC utilizes a generic interagency agreement to make conducting business easy. Once basic terms are agreed to and funding identified, the signature of principals from each organization is required. Work will begin once all the necessary



signatures have been obtained and funds have been made available.

Standards and Practices

The ESC provides oversight of system changes and operations based on Information Technology Infrastructure Library (ITIL) best practices and International Organization for Standardization (ISO) 9001:2000 and ISO/ the International Electrotechnical Commission (IEC) 20000 processes.

Mission – Vision

The Vision of the ESC:

To transform our culture: where continuously improving our Business Services and Solutions becomes a way of life, where exceptional customer support makes us the Provider of Choice.

And our Mission is to:

Deliver products and services that enable our customers to excel in managing the business of government.

II. Needs/Problems

ESC has been approached by the DOT agencies, IMLS, CPSC, and CFTC to host their Govtrip historical data on a server located at the MMAC SMF and to provide all DOT agencies, IMLS, CPSC, and CFTC the ability access to the data via online application reporting needs. A one-time feed of the DOT agencies, IMLS, and CFTC historical Govtrip data is expected from Northrop Grumman's (NG) travel system (Govtrip). The historical data will not be updated, and no new data will be added after the one time load.

The following tasks will be performed:

- The GovTrip Data for DOT agencies, IMLS, CPSC, and CFTC will be loaded on an Oracle database in the proper virtual environment to comply with Oracle licenses agreements.

- Three (3) reports will be created (authorization, voucher, and local voucher). These reports shall display in form format and include receipts.
- Create online adhoc reporting with the capability to query and generate reports on all available fields.
- Will provide a method to retrieve data for any request between the gap of GovTrip being shutdown and the new reports being developed.

III. Deliverables

The following table identifies activities and the start and end dates:

<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>
Initiation	Sept 2015	Sept 2015
Planning & Design	Sept 2015	Sept 2015
Build	Oct 2015	Nov 2015
Test / Change Management	Nov 2015	Nov 2015
Deploy / Integrate	Nov 2015	Nov 2015
Stabilize / Close	Dec 2015	Dec 2015
O & M	Jan 2016	-----

IV. Approval

The approval signatures will be captured on the Inter/Intra Agency Agreement included with this package.

V. Document Control

Version	Date	Description
1.0	9/15/15	Initial creation for the Govtrip Historical Data Storage Project.
2.0	9/17/15	Updated format and language around gap between functionality / reports and when GovTrip decommissions.