

FINANCIAL MANAGEMENT SHARED SERVICES

SECTION OF TERMS AND CONDITIONS FOR IMPLEMENTATION PHASE INTER-AGENCY AGREEMENT

January 2015

**Section of Terms and Conditions for Implementation Phase IAA
Version 1.0**

Instructions: The terms and conditions noted below shall be incorporated into the Terms and Conditions section of the customer agency and Federal Shared Service Provider (FSSP) Implementation Inter-Agency Agreement (IAA) for financial management services. The items noted below will be a sub-section of the overall terms and conditions of the IAA.

1. The customer agency and FSSP will conduct Implementation as an open and collaborative partnership, recognizing that the end goal is for the customer agency to adopt the FSSP standard offering. Gaps are mitigated by focusing on required business outputs/outcomes and business process changes in lieu of system customization. It is the customer agency's responsibility to justify a gap by providing the legislative or regulatory requirement that mandates it.
2. The Implementation IAA is limited to the services identified in the Discovery Phase concurred by the Office of Financial Innovation and Transformation (FIT) and the Office of Management and Budget (OMB). Major changes to the scope of services shall not be made without consent from FIT and OMB (e.g., adding or removing a service).
3. The customer agency and FSSP will fully engage in the Implementation process. This shall entail, but is not limited to, customer agency and FSSP stakeholders and sponsors being available to:
 - a. Provide strategic direction,
 - b. Give timely approvals and decisions,
 - c. Make required resources available throughout the Implementation Phase,
 - d. Respond to reasonable document and/or data requests in a timely fashion,
 - e. Actively manage the risks, and
 - f. Meet and report regularly with Treasury FIT and OMB in accordance with their role in implementing and overseeing "OMB Memorandum 13-08, Improving Financial Systems Through Shared Services".
4. The customer agency and FSSP will employ proven industry standard project management practices and rigor to ensure successful outcome of the Implementation process. Additionally, all associated Federal IT laws, standards, policy and guidance prescribed by the Clinger-Cohen Act of 1996, OMB (e.g., Circulars A-130, A-11, A-94), GAO (e.g., Cost Estimating and Assessment Guide), and others that govern or influence Federal capital investments will be followed.
5. The FSSP is fully reimbursed by the customer agency for their work during Implementation.