



# Federal Aviation Administration

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## Memorandum

Date: DEC 08 2017  
To: All FAA Lines of Business and Staff Offices  
From: Nathan Tash, FAA Acquisition Executive (ACQ-1)  
Subject: Intra-Agency Agreements (IAAs) with Volpe

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This memo provides direction on new procedures for processing Intra-Agency Agreements (IAAs) with Volpe. It supersedes current policy and guidance and remains in effect until cancelled through incorporation into the Acquisition Management System (AMS), or is otherwise updated.

**Effective Date:** October 9, 2017.

**Summary of Changes:** All requests for IAAs with Volpe (new as well as modifications to existing IAAs) must be processed through and signed by a warranted FAA Contracting Officer (CO) with the appropriate authority to obligate FAA and its funding to an IAA with Volpe. This change also discontinues use of DOT Form 2300.1A as the obligating document for FAA IAAs with Volpe. Instead, a Purchase Order will be used as the obligating document with the data elements of the 2300.1A added to the Purchase Order.

**Cancellation:** This process replaces the Financial Standard Operating Procedures (SOP) for processing IAAs with Volpe that is referenced in AMS T3.8.1 (Agreements, Cooperative Agreements, Gifts & Bequests).

**General Information:** An Intra-Agency Agreement is an agreement for supplies or services in exchange for payment or reimbursement between two DOT Operating Administrations. The obligating document for an IAA with Volpe is a Purchase Order signed by an FAA CO.

### Basic Steps for establishing or modifying an IAA with Volpe:

1. Contact your servicing Contracting Office within the Office of Acquisition and Contracting (AAQ). A CO will be assigned to assist you through the process.
2. Prepare a Statement of Work (SOW) and a government cost estimate.
3. Create a Procurement Request (PR) in PRISM, with the SOW and cost estimate attached.

4. Coordinate with the assigned CO to obtain necessary FAA reviews and approvals for the IAA/IAA modification. Note: if the total estimated value of the requirement is \$10M or more, CFO review is required.
5. Coordinate with the FAA CO to administer the IAA throughout its Period of Performance.

**Time to Award:** Time to award metrics for Volpe IAAs will be established once the new process is baselined. In the interim, AAQ will strive to award IAAs to Volpe within 30 days of receiving a PR in PRISM with SOW and cost estimate. IAA requests that require CFO approval or include significant contractor resources will require additional time for reviews and approvals. FAA requiring organizations should contact AAQ as soon as they identify a requirement for Volpe to minimize processing time.

**Detailed Steps:**

Step	Action	Important Notes
1	a. FAA requiring organization contacts the Office of Acquisition and Contracting (AAQ) for assistance through the process.	If you are unsure about who to contact, please call the AAQ front office on 202-267-8513.
	b. AAQ assigns a CO.	
2	FAA requiring organization prepares a SOW and a government cost estimate.	Preliminary conversations with Volpe are permitted to discuss the requirement, SOW, cost estimate, and Volpe's ability to support, however it must be clear that the discussion is pre-decisional.
3	FAA requiring organization submits a PR in PRISM, with the SOW and government cost estimate attached.	Each LOB/SO has personnel with "Requisitioner" access rights in PRISM to submit PRs.
4	Coordinate with the assigned CO to obtain necessary FAA reviews and approvals for the IAA/IAA modification.	
	a. FAA CO discusses the requirement with the FAA requiring organization and explores any potential alternatives (e.g., existing FAA contracts or agreements with other entities for similar requirements).	

Step	Action	Important Notes
	b. If the IAA (new or as modified) includes IT related requirements estimated to exceed \$250,000, the program office obtains Chief Information Officer (CIO) review and approval.	The program official must submit the SOW and cost estimate to AIO-3 for review. Refer to AMS T3.2.1A.3 for more explanation of this requirement.
	c. If the CO and requiring organization determine Volpe is the preferred source, the FAA CO completes an "FAA Acquisition Strategy Determination for Proposed IAA with Volpe" form.	
	d. The CO presents the proposed IAA to the AAQ Volpe IAA Review Team. The team reviews the IAA request and:  Gives approval for the CO to process the IAA/IAA modification with Volpe (noting any special conditions),  <b>or</b>  Provides alternative direction (e.g., if additional analysis, coordination, or consideration is needed before arriving at a final decision).	<ul style="list-style-type: none"> <li>• The AAQ Volpe IAA Review Team meets each Tuesday.</li> <li>• The FAA CO presents the request. A representative from the requiring office may attend.</li> <li>• Briefing materials include the "FAA Acquisition Strategy Determination for Proposed IAA with Volpe" form, SOW, Government Estimate, and any other relevant supporting materials.</li> </ul>
	e. If the total estimated value of the requirement is \$10M or more, CFO review and approval is required in accordance with AMS.	<p>The CFO review requirement will be based on the total estimated potential value for the total Period of Performance of the new IAA.</p> <p>Refer to AMS for the CFO review and approval process and contact the Office of Financial Analysis (AFA-100).</p> <p>Allow 60 days for CFO review.</p>
	f. The FAA CO creates a Purchase Order in PRISM.	A new Volpe IAA PO template will be created in PRISM. Until that time, POs must include pertinent data fields from DOT Form 2300.1A.
	g. The FAA CO coordinates with AGC for FAA legal review of the IAA.	
	h. FAA CO coordinates with Volpe for bilateral signature of the award document (Purchase Order) and then officially makes award to Volpe.	

Step	Action	Important Notes
5	a. Volpe commences work.	
	b. The FAA CO issues a delegation to a Contracting Officer's Representative (COR) within the FAA requiring office.	
	c. The FAA COR, FAA CO, and Volpe maintain coordination to administer the IAA throughout its Period of Performance.	

For additional information or assistance, please contact the Office of Acquisitions on 202-267-8513.