

FEDLINK Bulletin

News from the Federal Library and Information Network (FEDLINK)

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Registering FY2022

Follow these quick tips to expedite your registration, complete a fully-funded interagency agreement, and place orders.

Include Estimates with Registration

FEDLINK often requires Independent Government Cost Estimates (IGCEs), title lists, etc., to complete your registration. Not sure what to include? Visit FEDLINK's Contracting/Vendor Products & Services website at http://www.loc.gov/flicc/contracts/index_contracts.html for requirements and contact information.

Avoid Interagency Agreement Delays

FEDLINK cannot place orders until your interagency agreement (IAA) is signed and fully funded. FEDLINK's Procurement Action Lead Time (PALT) provides you with an estimated number of calendar days to award a contract, order, or modification. The lead time starts when FEDLINK has your full funding and final requirements. Need to estimate when your contract/order will be awarded? Review the PALT schedule at <http://www.loc.gov/flicc/contracts/PALT.pdf>.

Keep Contacts Up-to-Date

Have a new point of contact or email address for your agency? Update your records with the FEDLINK Contacts Form at <http://www.loc.gov/flicc/onlinedoc/FIT/ChangeAddressContact.pdf>. Consider adding additional contacts or a shared email box to ensure your agency receives monthly statements and account updates.

Using Prior Year Funds

Do your accounts have prior year funds from multi-year or no-year money? Review your interagency agreement (IAA) to see which funds your agency uses. Customers with funds in prior fiscal year accounts will use those funds first until they are exhausted. For assistance in managing these funds, email FEDLINK Customer Service at fliccfo@loc.gov.

Mark Your Calendars for the FEDLINK Fall Expo

FEDLINK's all-virtual Expo, *Federal Librarians: The Vanguard of the Hybrid Infospace* is November 17. Register online at <https://www.surveymonkey.com/r/FEDLINKFall21> to attend this free event!

Staff Updates

FEDLINK was pleased to welcome new staff members in FY2021. Jessica Orozco and Jennifer Van Nostrand joined the librarians team and Daiane Ribeiro, contract specialist, began earlier this year. Shun Fong Seto, previously FEDLINK's fiscal officer, now serves as FEDLINK's financial manager.



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