

NDW

4200

28 Nov 17

Department of the Navy
General Terms and Conditions (GT&C)

GT&C # N0017118GTC2243 Amend # 00 (Required. Remaining digits determined by Requesting Organization business process.)GT&C # N0017118GTC2243 Amend # _____ (Optional. Remaining digits determined by Servicing Organization business process.)

NUMBERING CONVENTION FOR MANUAL GT&C:

First 6 digits: Navy UIC

Digit 7 and 8: FY (first FY covered by the GT&C)

Digits 9-11: "GTC"

Remaining Digits: Localized business rules

ORGANIZATION: DEPARTMENT, AGENCY, SERVICE, COMMAND

1.	Requesting Organization of Product/Services (Grantor)	Servicing Organization Providing Products/Services (Performer)
Organization Name	Commander, Naval District Washington	Fleet & Family Readiness (N00171)
Address	1411 Parsons Ave, SE BLDG 101 Suite 226, DC 20314	2691 Mitscher Road SW Bldg 414
POC	Lou Ramelo	Yvette Johnson
Email	eloisa.ramelo@navy.mil	yvette.johnson@navy.mil
Telephone	(202) 685-8195	202-685-0474

2. Assisted Acquisition Agreement Yes ☐ No ☒ (If yes, see Sections 13-16.)

3. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and provide a brief explanation of the changes being made.

☐ Cancellation – Provide a brief explanation for the GT&C cancellation and complete the effective End Date.

Explanation:

GT&C between Fleet & Family Readiness and Commander, Naval District Washington, for support services.

4. Agreement Period Start Date 10-01-2017 End Date 09-30-2022 of GT&C or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

5. Recurring Agreement (Check One) An Agreement that will be renewed on a regular (annual, other) basis, not to exceed a five (5) year term, unless a notice to discontinue is received.

Yes ☒ If Yes, is this an: Annual Renewal ☒

No ☐ Other Renewal ☐ If other, state the other renewal period: _____

6. Agreement Type (Check One) ☐ Single Order GT&C ☒ Multiple Order GT&C

7. Are Advance Payments Allowed for this GT&C (Check One) ☐ Yes ☒ No
(Authority to receive advance payment from organizations outside of the Federal Government)
If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

8. Estimated Agreement Amount (FTE and Funding): FTE (optional)

Direct Cost \$8,282,271 Provide a general explanation of Overhead Fees & Charges:

Overhead Fees & Charges

Total Estimated Amount \$8,282,271

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9. ORGANIZATION TYPE AND AUTHORITY

a. Requesting Organization Type and Authority (Check ALL that Apply)

Franchise Fund	Other DOD Revolving Fund	NWCF (10 U.S.C. 2208)	General Fund	Economy Act (31 U.S.C. 1535/ FAR 17.5)	Project Order (41 U.S.C. 6307)	Non- Economy Act	Authority to Contract *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** The authority to contract can be used independently or combined with Economy Act Order.*

Provide Statutory Authority Title and Citation (If not already provided):

b. Servicing Organization Type and Authority (Check ALL that Apply)

Franchise Fund	Other DOD Revolving Fund	NWCF (10 U.S.C. 2208)	General Fund	Economy Act (31 U.S.C. 1535/ FAR 17.5)	Project Order (41 U.S.C. 6307)	Non- Economy Act	Authority to Contract *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** The authority to contract can be used independently or combined with Economy Act Order.*

Provide Statutory Authority Title and Citation (If not already provided):

10. Roles & Responsibilities for the Requesting and Servicing Organizations (State and/or list attachments for the roles and responsibilities for the Requesting and Servicing Organizations.) *Topics to cover include, but are not limited to:*

a. Receipt and Acceptance:

See Additional Text.

b. Invoice and Disbursement:

See Additional Text.

c. Disposition and accounting for residual material resulting from performance of work:

N/A

d. Other (Describe):

11. Requesting Organization's Scope (State and/or list attachments that scope of the work.) *(This should include a summary of planned work sufficient to enter into an agreement. This may include a Statement of Work (SOW), but this is not necessary until issuing an order.)*

N/A

12. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this GT&C).

None.

13. FAR Subpart 17.5 Interagency Acquisitions: *All interagency transactions under the authority of the Economy Act that result in contracting actions require a D&F per FAR Subpart 17.502-2 (also refer to DFARS and NMCARS). By signing this document, the parties verify compliance with this requirement and a copy of the Determination and Findings (D&F) shall be attached to the GT&C and/or otherwise retained as supporting documentation.*

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14. Assisted Acquisition Small Business Credit Clause (Socio-economic credit is an incentive given to agencies to do business with Small-Business/Small Disadvantaged Businesses that are considered Section (8) firms. The Servicing Organization will allocate the socio-economic credit to the Requesting Organization for any contract actions it has executed on behalf of the Requesting Organization.)

15. Assisted Acquisition Organization – Requesting Organizations Authorized To Request Acquisition Assistance for this GT&C. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this GT&C.)

16. Assisted Acquisition Agreements – Servicing Organizations authorized to Provide Acquisition Assistance for this GT&C. (State or attach a list of Servicing Organizations authorized to provide acquisition for this GT&C.)

17. Requesting Organization Clause(s) (Optional) (State and/or attach any additional Requesting Organization clauses.)

All rates expressing the services provided in this agreement are for planning purposes only. Estimated costs are based on actual controls issued by CNIC which may be subject to change for uncontrollable reasons, such as legislation, DOD directives, salary increases.

18. Servicing Organization Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

MW – Morale, Welfare & Recreation \$4,163,025 CD – Child & Youth Programs \$2,167,996 FS – Family Services \$408,315
SH – Safe Harbor \$14,863 GL – Galley \$116,372 FHN – Family Housing \$181,835 UH – Unaccompanied Housing \$264,024 NGIS – Navy Gateway Inns & Suites \$959,441 IM – Interstation Moves \$6,400

19. Additional Requesting and/or Servicing Organization Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

Other requested services and support detailed in the CNIC catalog of support are provided within the SERVICING Organization's capabilities.

20. Disputes: a. Disputes related to a GT&C and associated orders shall be resolved at the lowest possible level within the chain of command, on a timely basis.

b. Accounting/financial disputes regarding inter-governmental GT&C and associated orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

21. Termination: *The requesting or servicing agency may unilaterally terminate this agreement prior to expiration with a notice of no less than 60 days. All current and outstanding expenses prior to termination may be billed by the supplier for reimbursement. New expenses or charges shall not be incurred upon written notification of the termination.*

22. Annual Review of GT&C: By signing this agreement, the parties agree to annually review the GT&C if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected order(s).

23. Terms: The terms outlined in this agreement constitute the entire agreement to both signed parties. Upon signature, all previous agreements related to this matter are hereby canceled.

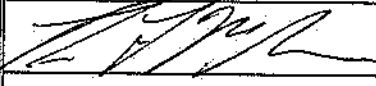
24. Transfer: This agreement is non-transferable. Should either party need to transfer any of the roles or responsibilities laid out within this document to a new party, a new agreement must be created with the new party, and this agreement must be amended or terminated.

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ORGANIZATION OFFICIAL SIGNATURE *

The Organization Official is the highest level official as designated by the Requesting and Servicing Organizations to sign this agreement. The signing official should have responsibilities commensurate with the level of work covered by the GT&C, and knowledge of the work to be performed. This may include Commanding Officers, Program Executive Officers, Program Managers, Type Commanders, and similar positions, or their designees, provided the designation is provided in writing. (For interagency support, designees may not be lower than Senior Executive Service, Flag, or General Officer levels.) *

25.	Requesting Organization (Grantor)	Servicing Organization (Performer)
Name	Thomas F. McGuire	Rick Kozlowski
Title	Executive Director	Director, Fleet & Family Readiness
Org. Code/Office	Naval District Washington	Naval District Washington HQ/N9
Telephone Number	(202) 433-2572	(202) 433-2782
Fax Number		(202) 433-2580
Email Address	thomas.f.mcguire@navy.mil	richard.kozlowski@navy.mil
SIGNATURE		KOZLOWSKI, RICHARD. Digitally signed by GERARD.1243385063 Date: 2017.11.21 09:06:12 -0500
Approval Date		21 Nov 17

This signed document establishes requirements but creates no financial commitment or obligation between the parties. No services may be performed and no goods may be procured based on this document alone. A properly funded order must be issued and accepted before any work may commence.

*** Utilization of Economy Act Authority (if checked in Block 9):**

a. By signing this document, the parties verify the requirements of 31 U.S.C. 1535 have been met: (1) amounts are available; (2) the head of the ordering agency or unit decides the order is in the best interest of the United States Government; (3) the agency or unit to fill the order is able to provide or get by contract the ordered goods or services; and (4) the head of the agency decides ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.

b. **Intra-Agency Support (within DoD):** In accordance with DoD FMR Vol 11 A, Chapter 3, Section 030303, "DoD activities shall render requested support to other DoD activities when the head of the requesting activity determines that it would be in the best interest of the U.S. Government, and the head of the servicing activity determines that capabilities exist to render the support without jeopardizing assigned missions. These determinations are accomplished by signing a Support Agreement." DON Form 7600A, General Terms and Conditions (GT&C) serves as a Support Agreement.

c. **Interagency Support:** In accordance with DoD FMR Vol 11A, Chapter 3, Section 030304, "DoD activities may enter into support agreements with non-DoD federal activities when the head of the major organizational unit ordering the support determines that funding is available to pay for the support, it is in the best interests of the U.S. Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or economically by a commercial enterprise, and it does not conflict with any other agency's authority. This authority may be delegated, although designees may not be lower than Senior Executive Service, Flag, or General Officer levels."

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Additional Text: Use space below to add additional text for the blocks above. Include the block name and number with additional text.

Block 10: Roles & Responsibilities for the Requesting and Servicing Organizations

10a. Receipt and Acceptance:

The Requesting Organization will conduct quarterly validation for each funding document at the cumulative total for reimbursable orders under this agreement. The Requesting Organization initiates the DoN Form 7600RA. The Servicing Organization will maintain supporting documentation and ensure its availability for review within the time frame established to support all financial statement examinations (e.g., those performed by Independent Public Accountants, DoD Inspector General, General Accountability Office) in accordance with Principle 10 the Standards for Internal Control in the Federal Government. The Requesting Organization will review documentation as properly billed cost to the reference funding document (order) and sign the DoN Form 7600RA within 30 calendar days. Form 7600RAs will be forwarded to the performing activity (the activity which accepted the funding document).

10b. Invoice and Disbursement:

The Servicing Organization will bill automatically based on cost incurred to support the work performed under each order. The Requesting Organization will pay the bill automatically. Any discrepancies associated with the bill can be disputed later in accordance with Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

10c. Disposition and accounting for residual material resulting from performance of work:

The Servicing Organization is authorized to dispose of residual materials, property, and equipment remaining after performance of work.

10d. Other:

(i) Reconciliation and Closeout:

The Servicing Organization shall complete and process final bills and inform the Requesting Organization of the availability of unused funds at the end of the period of performance for each funded order. The Requesting Organization shall initiate the Reconciliation and Closeout, Form 7600RC, within 30 days of the completion of each funded order. For orders that have balances after the funds expiration date, the balances must be reconciled to ensure the accuracy of related accounts payable and receivable balances in support of annual financial statement reporting as of 30 September.

(ii) Annual Review:

The Requesting Organization shall initiate any annual review/revision of this agreement. Issuance of a funding document under this agreement will constitute the continuation of the agreement as amended at the time of the document acceptance.

(iii) This agreement sets forth respective roles and responsibilities for both parties. It is not meant to be all inclusive, or prescriptive, but establishes the general framework guiding the expectations of both parties.

Servicing Organizations: Fleet & Family Readiness will approve/perform process FY applicable invoicing for administrative support services.

Requesting Organizations: Commander, Naval District Washington (CNRNDW) will submit FY Funding Document (NC2275) supporting applicable invoicing for administrative support services from October 01, 2017 through September 30, 2022.