



National Finance Center CAPPS Notification

Change to Interagency Agreement Process Related to Software Change Requests

April 28, 2016

Dear Customer:

The National Finance Center (NFC) has implemented a new process to ensure compliance with cost recovery regulations. Effective immediately, an interim Interagency Agreement (IA) will be established for all Software Change Requests (SCR). The IA is a funding source to cover the NFC initial labor involved in project initiation and technical requirements definition and must be signed by the customer agency and returned to NFC before work may begin. The amount of the interim IA is based upon our initial review of the SCR coupled with our historical experience. It is not an estimated cost for the entire project.

Once requirements for the entire project are fully defined and agreed upon by both the customer agency and NFC, the requirements will become the basis for the project cost. A detailed cost estimate will be provided to the customer agency at that time for acceptance before further work is done. If the detailed cost estimate is less than the interim IA, the agency may de-obligate the difference.

NFC operates on a fee-for-services basis and receives no direct appropriations from Congress; therefore, NFC must achieve full cost recovery. NFC provides services to USDA Agencies through the Working Capital Fund (WCF) (7 U.S.C. 2235) and services to Non-USDA Agencies under the Economy Act (31 U.S.C. 1535).

NFC understands this may be a significant change to your administrative processes. However, it is necessary to ensure NFC can meet cost recovery regulations. Please ensure that your financial organizations are familiar with this process change.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Contact Center at 1-855-632-4468 or via email to NFCcontactcenter@nfc.usda.gov