

National Finance Center
Human Resources Non-Core Solutions Fact Sheet
for Agencies Not Payrolled by NFC

NFC has twelve Blanket Purchase Agreements (BPA) with companies to support our Human Resources Non-Core Solutions. These solutions are classified into seven categories:

1. Staff Acquisition
2. Performance Management
3. Learning Management
4. Employee Relations
5. Labor Relations
6. Workforce Planning Succession Retention Analysis
7. On Boarding

Agencies may select any product on the BPAs for these categories. However, in all cases, NFC must request quotes from each of the vendors offering a product in that Non-Core category and provide them to the Agency for evaluation.

Agencies interested in using the Non-Core BPAs must follow the steps below:

1. The Agency will complete a Software Change Request (SCR) Form <https://www.nfc.usda.gov/Publications/forms/ad3003.pdf>. Please ensure the SCR contains the following information:
 - (a) Category of module (see list above).
 - (b) Department and Agency Name.
 - (c) Agency point of contact information (name, email address, phone number).
 - (d) Number of licenses required.
 - (e) Training needs.
 - (f) Additional specific requirements.
 - (g) Request for “quote only” or selection of a particular product. Please note that even with selection of a particular product, the Agency will be required to review all returned Vendor quotes.

2. The Agency will send the SCR to NFC.GESDREQUEST@nfc.usda.gov.

Note: Once the SCR is received, NFC will:

- (a) Request quotes from the appropriate BPA vendors.
- (b) Forward the received quotes to the requesting Agency for review.

Note: If the SCR indicated “quote only,” the SCR will be closed. If the SCR indicates selection of a particular product, however, it remains open and the Agency should continue on to step three below.

3. The Agency reviews the vendor quotes and submits their product selection justification to NFC.GESDNONCORE@nfc.usda.gov. Once the justification is received, NFC will:
 - (a) Review and approve the Agency product selection justification. If revisions are needed, NFC will assist the Agency.
 - (b) Create an Interagency Agreement (IA) and send it to the Agency.
 - (c) Once the IA is signed by the Agency, NFC will prepare a task order against the appropriate BPA on the Agency’s behalf.
 - (d) Close the SCR.

Note: The vendor is responsible for technical issues during and after implementation. NFC is not involved in the implementation.

If there are any additional questions about the Non-Core BPAs, please contact NFC at NFC.GESDNONCORE@nfc.usda.gov.

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