

FINANCIAL MANAGEMENT SHARED SERVICES

SECTION OF TERMS AND CONDITIONS FOR DISCOVERY PHASE INTER-AGENCY AGREEMENT

January 2015

**Section of Terms and Conditions for Discovery Phase IAA
Version 1.0**

Instructions: The terms and conditions noted below shall be incorporated into the Terms and Conditions section of the customer agency and Federal Shared Service Provider (FSSP) Discovery Inter-Agency Agreement (IAA) for financial management services. The items noted below will be a sub-section of the overall terms and conditions of the IAA.

1. The customer agency and FSSP will conduct Discovery as an open and collaborative partnership, recognizing that the end goal is for the customer agency to adopt the FSSP standard offering. Gaps are mitigated by focusing on required business outputs/outcomes and business process changes in lieu of system customization. It is the customer agency's responsibility to justify a gap by providing the legislative or regulatory requirement that mandates it.
2. The customer agency and FSSP will fully engage in the Discovery process. This shall entail, but is not limited to, customer agency and FSSP stakeholders and sponsors being available to:
 - a. Provide strategic direction,
 - b. Give timely approvals and decisions,
 - c. Make required resources available throughout the Discovery Phase,
 - d. Respond to reasonable document and/or data requests in a timely fashion,
 - e. Actively manage the risks, and
 - f. Meet and report regularly with Treasury Office of Financial Innovation and Transformation and Office of Management and Budget (OMB) in accordance with their role in implementing and overseeing "OMB Memorandum 13-08, Improving Financial Systems Through Shared Services".
3. The customer agency and FSSP will employ proven industry standard project management practices and rigor to ensure successful outcome of the Discovery process. Additionally, all associated Federal IT laws, standards, policy and guidance prescribed by the Clinger-Cohen Act of 1996, OMB (e.g., Circulars A-130, A-11, A-94), GAO (e.g., Cost Estimating and Assessment Guide, etc.), and others that govern or influence Federal capital investments will be followed.
4. All Discovery IAAs will allow for termination of the Discovery process if the gaps between customer agency requirements and FSSP capabilities cannot be overcome.
5. The FSSP is fully reimbursed by the customer agency for their work during the Discovery Phase.