

Applied Learning Online (ALO)



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Consider using the Training Authorization Form (SF-182)

Commercial off-the-shelf training usually is handled as an acquisition only when the cost exceeds the simplified acquisition threshold. Under most conditions, training may be ordered using the agency training obligation process. The Office of Personnel Management (OPM) Training Policy Handbook provides the following guidance.

Although the head of an agency has training procurement authority under Title 5 USC Chapter 41, procurement of training in most agencies is governed by General Services Administration (FAR) regulations. An individual human resource development professional or manager should consult the agency delegations of authority to determine what specific authorities he or she has.

Agencies may use an authorized training form (SF-182) to procure and certify payment of training expenses through government or non-government facilities. The form is certified by training officials and supervisors instead of the contracting officer under a procedure negotiated by the two offices and addressed in the agency's administrative directives.

Under typical negotiated procedures, the Training Authorization Form (SF-182) or equivalent is authorized for use to obligate funds, contract for training, and certify payment of approved training expenses under the following conditions:

1. The training cost of a single training event, program, or instructional service does not exceed the simplified acquisition process dollar limit established by the General Services Administration;
2. The cost is of a fixed nature, i.e., price per student or price per course, program, or service; and
3. The program, course, or instructional service is off-the-shelf and no modification or development resulting in increased cost to the Government is needed to meet the organization's needs.

Consider Economies of Scale

While ALO pricing starts at 25 passwords, the subscription is scalable to fit the needs of your organization. Consider expanding ALO access to your entire contracting and COTR community.

Consider using the Library of Congress FEDLINK Contract LC09D7051

Revolving Fund Establishes Authority for Direct Express

Established as a revolving fund in 2002, FEDLINK, via the Library of Congress, can provide “the procurement of commercial information services, publications in any format, and library support services,...related accounting services,...related education, information and support services”

to federal offices and to other organizations entitled to use federal sources of supply. In addition to interagency transfers for Transfer Pay services, FEDLINK can accept fees from federal agencies that have “passed through” a vendor and have been earned for facilitating federal purchasing, i.e., the vendors pay the FEDLINK administrative fees.

To establish this option, FEDLINK negotiated indefinite delivery indefinite quantity (IDIQ) contracts on a sole source basis with online services vendors. An IDIQ allows the government to place orders for an indefinite quantity of commercially available supplies or services during a fixed period.

Place the Order Directly With the Vendor

With Direct Express, customers simply cite the FEDLINK contract number on their agency’s purchase order and send it straight to the vendor. No synopsis nor further competition is required on purchases over \$25,000 as the FEDLINK IDIQ establishes the vendors as sole source for their individual products and services. When comparing two vendors with similar databases, customers may want to compare prices or choose a vendor based upon their interface.

The vendor receives the purchase order, sets up the customer’s account and promptly issues passwords and/or authorization numbers. The vendor will then invoice the FEDLINK customer directly against their agency’s purchase order. The customer’s agency finance office pays the invoice (and any interest penalties) and reports disbursements to the customer. FEDLINK does not issue statements of account for Direct Express purchases.

The vendor pays the FEDLINK fee based on the volume of quarterly sales of Direct Express customers. Direct Express customers are responsible for initiating the purchase, managing delivery of the products and services, and paying invoices.

Transfer Pay Option Offers Customers More Account Options

As cost effective as Direct Express is, most current members will continue to prefer transfer pay mode, which offers them more flexibility in managing their funds and provides more assistance with procurement processes.

Under the Transfer Pay option, customers transfer both FEDLINK administrative fees and estimated annual service dollars to FEDLINK/Library of Congress (LC) via a signed Interagency Agreement (IAG), purchase order, or MIPR. On behalf of the customer, LC/Contracts issues a delivery order to the vendor in the amount specified on the IAG. After receiving the delivery order, the vendor provides service to the customer and submits the customer’s invoices to FEDLINK. FEDLINK reviews the invoices, rejects improper ones, and pays acceptable ones from the customer’s account. FEDLINK sends the customer copies of rejected invoices, paid invoices, and a monthly statement of account. If there are surplus funds in one vendor account, an amendment form can conveniently move these funds to another needed service.

Another major benefit of Transfer Pay is extended order deadlines. Instead of having to fulfill a member’s order either by providing services or by issuing delivery orders to vendors prior to the end of the fiscal year, before their funds

expire, FEDLINK is able to accept signed IAGs with firm orders late in September every year and generate delivery orders well into October. In addition, FEDLINK is also authorized to accept IAGs and amendments by fax, pending receipt of originals via courier service or mail. This reduces the lead time necessary to add funds to purchase information products and services at the end of the fiscal year.

More Information Is Available

For questions on Direct Express, contact FEDLINK Network Operations by phone at (202) 707-4848 or by email to FLICCFno@loc.gov. For assistance with your current accounts, please call the FEDLINK Fiscal Hotline at (202) 707-4900.

Questions?

Contact us at CustomerCare@asigovt.com or 1-877-982-6826