

# ***United States Air Force***

---

*Integrity - Service - Excellence*

## **Intergovernmental Support Agreement (IGSA) 101 Training**



27 July 2016

**U.S. AIR FORCE**

---

EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemption 5, deliberative process applies.



U.S. AIR FORCE

# Agenda

---

- Introduction (Mr. Teran Judd)
- Fundamentals of IGSAs (Mr. Axel Lopez de Cardenas)
- Approved IGSAs (Mr. Axel Lopez de Cardenas)
- IGSA Execution (Mr. William Sproule)
- Closing Remarks (Mr. Teran Judd)

## Questions

- Please submit questions through the chat feature in the AdobeConnect Room
- Questions will be reviewed at the end of the presentation

***Please mute your line during the presentation***

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# ***Guiding Principles***

- **The Air Force Community Partnership (AFCP) Program offers a framework through which installations and communities can develop innovative ways to obtain shared value and benefits**
- **AFCP initiatives help maximize the array of tools and authorities available – not “around” or “outside” existing authorities**
- **Air Force installations should always:**
  - **Identify the “requirement” or “need”**
  - **Clearly define what is the purpose of an agreement**
  - **Pinpoint the proper authority**

- **Enhance Mission Effectives**
- **Improve Defense Communities**
- **Leverage Resources and Capabilities**

**= Key Partnership Themes**

***Integrity - Service - Excellence***



U.S. AIR FORCE

# ***IGSAs: One Approach to Formalizing Partnerships***

---

- **The federal government uses many different authorities and execution strategies to enter into agreements with State or local governments, for example:**
  - **Mutual Aid Agreement for fire and emergency services**
  - **Cooperative Agreement under the Sikes Act for maintaining or improving natural resources**
  - **Cooperative Research and Development (R&D) Agreements for R&D collaboration between federal labs & nonfederal parties**
- **Intergovernmental Support Agreements (IGSAs)**
  - **Relatively new vehicle available that can help supplement the array of tools already available to an installation**
- **The goal of this presentation is to provide a high-level overview of IGSAs under the Air Force Community Partnership Program**

---

*Integrity - Service - Excellence*



U.S. AIR FORCE

---

## *What is an IGSA?*

- The term “intergovernmental support agreement” means...

*“a legal instrument reflecting a relationship between the Secretary concerned and a State or local government that contains such terms and conditions as the Secretary concerned considers appropriate for the purposes of this section and necessary to protect the interests of the United States”*

10 U.S.C. § 2679

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# ***IGSA Background***

- **Installation-Support Services: Intergovernmental Support Agreements**
  - Authority in 10 U.S.C. § 2679; formerly 10 U.S.C. § 2336
  - Re-designated by Sec 351 of Public Law 113-291
  - Congress provided this legislative authority in 2013
- **Authorizes Service Secretaries to enter into IGSA's with State and local gov'ts to provide/receive/share installation support services**
- **The Secretary must determine that the IGSA will:**
  - **Serve the best interests of the Air Force**
  - **Enhance mission effectiveness, or create efficiencies or economies of scale, including by reducing costs**
- **Air Force approval authority currently delegated to SAF/IEI**

**All IGSA's relying on 10 U.S.C. § 2679 require SAF/IEI approval**

*Integrity - Service - Excellence*



U.S. AIR FORCE

# *Installation Support Services*

---

- The term “installation support services” means...

**“those services, supplies, resources, and support typically provided by a local government for its own needs and without regard to whether such services, supplies, resources, and support are provided to its residents generally, except that the term does not include security guard or fire-fighting functions”**

- Examples of installation support services include:
  - Refuse/Recycling Collection and Disposal
  - Utilities Operation and Maintenance
  - Grounds Maintenance and Landscaping
  - Maintenance of Highways, Streets, Roads
  - Pavement Clearance
  - Custodial Services
  - Pest Control

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# ***IGSA Key Points***

---

- **Limited to State or local governments**
- **Ability to sole-source (w/o competition)**
- **May use wage grades normally paid by the State or local government**
- **May not exceed a term of five years**
- **Can only be used when the installation support service is already being provided by the State or local government for its own use**
- **Any contract awarded by a State or local government to provide an installation support service pursuant to an IGSA must be made on a competitive basis**
- **As a matter of Air Force policy, IGSA's may be implemented by leveraging varying formats depending on certain factors:**
  - **If using appropriated funds for payment = Contract (based on FAR)**
  - **If relying on in-kind consideration = Memorandum of Agreement (MOA)**
  - **If no commitment of resources = Memorandum of Understanding (MOU)**

---

*Integrity - Service - Excellence*





U.S. AIR FORCE

## ***What an IGSA is NOT...***

---

- **NOT a one-size-fits-all legal instrument**
- **NOT a method to circumvent specific subject-matter laws, regulations, or directives**
- **NOT a way to purchase goods or services directly from private entities**
- **NOT all agreements executed between a State or local government are IGSA**s
- **NOT all agreements executed under the AFCP Program are IGSA**s

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# ***IGSA Request Package***

---

- **Before an Air Force installation can enter into an IGSA, a staffing package must be sent to SAF/IEI requesting approval**
- **IGSA requests submitted to SAF/IEI should contain:**
  - 1) **Request Memo from the Base with Wing Commander signature**
  - 2) **Copy of installation staff summary and coordination**
  - 3) **Business Case Analysis**
  - 4) **Letter of Intent from a State or local government**
- **Coordination occurs at the installation-level, then AFIMSC and SAF/IEI**
- **SAF/IEI reviews the package and issues a Secretarial Determination if in the best interest of the Air Force, authorizing the installation to proceed with implementation**

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# *Approved IGSAs To-Date*

<b>Date of Determination</b>	<b>Installation</b>	<b>Community Partner</b>	<b>Installation Support Service</b>	<b>IGSA Description</b>
15-Oct-14	Moody AFB	Lowndes County	Water/Waste Treatment Plant O&M	County operation and maintenance of the installation W/WWTP
11-Dec-14	Hanscom AFB	Town of Bedford	Salt Brine Application	Proactive salt brine applications to roads before a snow or ice event
12-Mar-15	Beale AFB	City of Gridley	Electric Pole Replacement	Emergency electrical pole replacement and service training
25-Feb-16	Peterson AFB	El Paso County	Cooperative Purchasing (Snow/Ice chemicals)	Provide snow and ice control chemicals through regional cooperative purchasing
4-May-16	Homestead ARB	City of Homestead	Civil Engineering Training	Use City training facilities, infrastructure and equipment for Prime Beef Training
26-May-16	Luke AFB	City of Glendale	Refuse/Recycling	Solid waste management services (refuse and recycling)

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# ***AFCP Policy/Guidance***

---

- **Legal authority: 10 U.S.C. § 2679**
- **AF Policy Directive (AFPD) 90-22 “AF Community Partnership Program” – 24 Jul 14**
  - **SAF/AQ identify “contracting mechanisms” for AFCP Program**
  - **Revised AFPD coordination complete; pending publication**
- **Joint SAF/IEI & SAF/AQC memo 24 Aug 15**
  - **Use FAR-based contracts signed by warranted Contracting Officer (CO)**
  - **Must obtain SAF/IEI-approved determination before proceeding**
  - **Include Terms & Conditions (T&Cs) that protect interest of U.S.**
    - **Tailored by COs at their discretion**
  - **Recommend use of Commercial Items procedures (FAR Part 12)**
- **AFI 90-2201 “AF Community Partnership Program” (draft) – Oct 16 (est.)**
- **DoDI 4000.19 serves as a reference for MOU/MOA templates in cases where IGSAAs will not use appropriated funds for reimbursement**

---

*Integrity - Service - Excellence*



U.S. AIR FORCE

## ***AFCP Support from Contracting Squadron***

---

- Engage in early planning meetings
- Support determinations and Business Case Analysis (BCA) for SAF/IEI approval
- Assist in identification of appropriate contracting mechanisms
- No Justification & Approval (J&A)/synopsis/award notice required
- Confirm competitive procedures used, when applicable
- Assist State and local governments with understanding Federal agreements/T&Cs
- Review potential impact to Small Business and AbilityOne actions
  - Small Business Checklist to be included as attachment to BCA for reporting potential impact to Air Force small business contracting goals at the installation

---

*Integrity - Service - Excellence*



U.S. AIR FORCE

# ***FAR-Based Contracts***

---

- **IGSAs are exempt from the laws governing the award of Federal government contracts for supplies/services**
  - **Policy – if an installation receives an installation support service using appropriated funds, then the IGSA shall be implemented through the use of a contract based on the FAR**
  - **Contracting Squadrons have the authority to only adopt those provisions of the FAR that it believes are useful and appropriate**
- **Contracts awarded under this authority should be made using FAR Part 12 “Acquisition of Commercial Items – General” procedures**

---

*Integrity - Service - Excellence*



U.S. AIR FORCE

# ***FAR Part 12 – Commercial Item Contract***

---

- SF 1449 (Parties, Payment Office, Signatures, etc.)
- Schedule of Services (unit, qty, price, etc.)
- Performance Work Statement (PWS)
- FAR Clauses
  - 52.212-3 – Offeror Reps and Certs
    - Type of entity, TIN, responsibility, child labor, etc.
  - 52.212-4 – Contract Terms & Conditions
    - Inspection/Acceptance, Changes, Disputes, Invoices, Payment, Termination (Convenience/Cause), etc.
  - 52.212-5 – T&Cs to Implement Statutes & Exec. Orders (CO selects applicable laws and EOs)
- FARSite: <http://farsite.hill.af.mil/>

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

---

# ***Questions***

---

***Integrity - Service - Excellence***





U.S. AIR FORCE

# Upcoming Brownbags

- To register for a brownbag and for the latest information on AFCP's brownbag series, go to <https://community.apan.org/wg/airforcepartnerships/p/training>

Title	Date
Legal Aspects of how to Draft Successful Partnership Agreements	August 24, 2016 at 11:00 EST
Building and Completing Successful Business Case Analyses for Partnerships	September 21, 2016 at 11:00 EST
Morale, Welfare, and Recreation: How Bases and Communities are Working Together to Provide Better Services	October 26, 2016 at 11:00 EST



U.S. AIR FORCE

---

# ***Brownbag Feedback***

**We want your feedback!**

**Please complete the following short survey:**

**<https://www.surveymonkey.com/r/2M63VL2>**

**Thank you!**

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

---

# ***Backup***

---

***Integrity - Service - Excellence***



U.S. AIR FORCE

# Solicitation/Contract/Order for Commercial Items (SF1449)

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:			a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY		CODE	10. THIS ACQUISITION IS		
			<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
<input type="checkbox"/> SEE SCHEDULE				13b. RATING	
15. DELIVER TO		CODE	16. ADMINISTERED BY		
			CODE		
17a. CONTRACTOR/OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY	
				CODE	
TELEPHONE NO.					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-2 AND 52.212-8 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 27b. CONTRACT PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-8 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED		
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED			29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)	31c. DATE SIGNED	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2005)  
Prescribed by GSA - FAR (48 CFR) 53.212

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
32a. QUANTITY IN COLUMN 21 HAS BEEN					
<input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY		<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)		
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS	

STANDARD FORM 1449 (REV. 3/2005) BACK



U.S. AIR FORCE

# ***Business Case Analysis***

---

- **Guided by AFI 65-509 and AFMAN 65-510**
  - **A decision support document that identifies alternatives and presents business, economic, risk, and technical arguments for selecting an alternative to achieve organizational or functional missions or goals**
  - **Multi-objective framework for defining and assessing investment opportunities**
  - **Mechanism to monitor project status and accountability... post-implementation review**
  - **Required for all IGSA initiatives**
  - **Level of effort is commensurate with the amount of funding required**
  - **Should not be viewed as an obstacle, but a tool to help the Air Force make the most efficient use of limited resources**

---

*Integrity - Service - Excellence*



**U.S. AIR FORCE**

# ***BCA Standard Framework***

<b>Component</b>	<b>Description</b>
Executive Summary	Summarizes key points of the BCA
Introduction	Concisely defines the goal and framework of the analysis
Life Cycle Cost (LCC) Analysis	Describes cost categories and provides LCCs for alternatives
Benefits Analysis	Defines non-monetary benefits & evaluates relative to alternatives
Sensitivity Analysis	Determines effect of varying key assumptions and variables
Risk Assessment	Identifies risks that threaten each alternative's successful outcome
Stakeholder Assessment	Identifies stakeholders who impact, or are impacted by, the decision
Conclusion	Compares alternatives & makes a recommendation
Change Management Plan	
Risk Mitigation Plan	Counter risks that present greatest threat
Stakeholder Mgmt Plan	Gain the support of stakeholders
Communications Plan	Inform key stakeholders of change
Training Plan	Identify process for training individuals
Funding Plan	Who is funding costs, what color of money
Implementation Plan	Communicate tasks necessary for success
Performance Metrics	Track progress and performance

***Integrity - Service - Excellence***



U.S. AIR FORCE

# Directions for AFCP SharePoint Account

## How to Register:

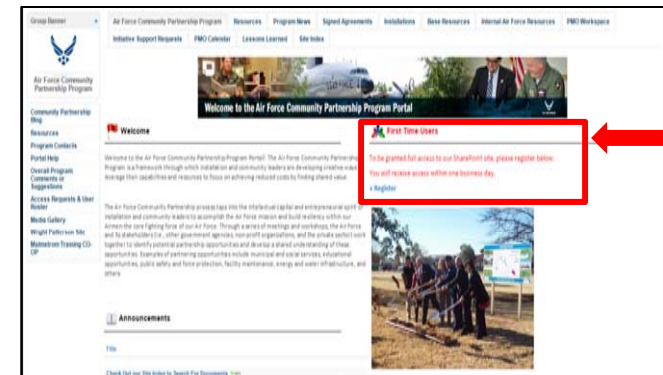
The process of establishing an account consists of two steps:

### 1. Create an APAN account:

- To register for an account, go to <https://wss.apan.org/s/airforcepartnerships> or [www.airforcepartnerships.org](http://www.airforcepartnerships.org) (for use outside the AF firewall only)
- In the upper right hand corner of the site, click the green "Create an Account" button
- Enter your e-mail address as requested
- A validation e-mail will be sent to you from APAN Support. Follow the instructions provided in the e-mail to set up your account

### 2. Register on the site as a user:

- Proceed to <https://wss.apan.org/s/airforcepartnerships> or [www.airforcepartnerships.org](http://www.airforcepartnerships.org) (for use outside the AF firewall only)
- Register under First Time Users on the main page to be added as a user. Until you request access, you will only have limited access to content on the Welcome page. You will receive access within one business day



Hosted on All Partners Access Network (APAN), a web-based, non .mil collaboration platform developed to foster information and knowledge sharing between DOD and non-DOD entities

For any technical issues or questions, please contact: Marta Dunn, Knowledge Manager, SAF/IEI, Ctr; E-mail: [dunn\\_marta@bah.com](mailto:dunn_marta@bah.com); Phone: 703.622.5581

*Integrity - Service - Excellence*