**Model Interagency Agreement**

**PART A – General Terms & Conditions**

**A.1. Purpose**

This Part of the IA (hereinafter “Part A”) describes the terms and conditions that govern the provision of acquisition assistance between [**insert the name of agency with a requirement**], hereinafter “the Requesting Agency” and the Enterprise Acquisition Division (AZS), Air Force Life Cycle Management Center (AFLCMC), hereinafter “the Servicing Agency.”

No fiscal obligations are created through the execution of Part A. A fiscal obligation arises when the Requesting Agency demonstrates a bona fide need, provides the necessary requirements and funding information to the Servicing Agency and both parties execute a funding document using Part B of this IA or an alternate funding document.

**A.2. Authority**

The parties’ authority to enter into this interagency agreement is (check applicable box):

The Economy Act (31 U.S.C. 1535)

Franchise Fund (e.g., 31 U.S.C. 501 note) or Revolving Fund (e.g., 40 U.S.C. 321)

Identify specific statutory authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (identify specific statutory authority or authorities)

**A.3. Part A Identifier**

**[Insert identifier to identify Part A on relevant documents, including requirements and funding information provided through Part B or alternate documents for specific acquisitions.]**

Example: Document # 1234

**A.4. Scope**

a. Organizations authorized to request assistance

The following organizations in the Requesting Agency are authorized to obtain assistance from the Servicing Agency. **[Insert list of organizations. Example: The Department of Public Service, Financial Management Office]**

Note: The organization(s) identified in Section 1 of Part B must be listed in this section.

b. Organizations authorized to provide assistance

The organizations in the Servicing Agency are authorized to provide assistance to the Requesting Agency: **United States Air Force**

Note: The organization identified in Section 1 of Part B must be listed in this section.

c. Types of products or services that may be acquired

The following types of support may be provided pursuant to this IA. Note: The need described in Section 6 of Part B must fall within the scope of support as described below.

**[Insert description of support requested. The description for this section may be general in nature (e.g., information technology) and is not required to meet the definition of a bona fide need. Example: Provide Support for the Laser Communication Relay Demonstration]**

d. Limitations

The following restrictions apply: **[Describe any restrictions or indicate “None”]**

**A.5. Period of Agreement**

The terms and conditions described in Part A of the IA become effective when signed by authorized officials of both agencies and remain effective until [**insert date or insert “until the project work plan is active”**], unless amended in accordance with Section 11 or terminated in accordance with Section 12.

**A.6. Roles & Responsibilities of Servicing Agency & Requesting Agency**

The effective management and use of interagency agreements is a shared responsibility of the Requesting Agency and the Servicing Agency. The parties hereby agree to the following roles and responsibilities, which are derived from the Checklist in Appendix 1 of *Interagency Acquisitions*, guidance issued by the Office of Federal Procurement Policy.

[**For each main responsibility in the support action, define the respective roles of the requesting agency and servicing agency—pertains to all parts of A.6**.] **Example:**

**1. Determine needs and develop requirements document**

**a. Requesting Agency**

i. Establish that a requirement exists.

ii. Determine that it is in the best interest of the government to request support from FFRDC.

iii. Provide documentation to the Servicing Agency, which may be in the form of a project work plan (PWP), statement of work (SOW), statement of objectives (SOO), or performance work statement (PWS), that includes a specific, definite, and clear description of a bona fide need in the fiscal year that the funds are available for new obligations. The need must be adequately documented, but may be concise. A solution need not be specified in order to establish a bona fide need.

iv. Initiate request for support as soon as a need is identified and involve the Servicing Agency, as appropriate, in the planning process.

**b. Servicing Agency**

i. Assist the Requesting Agency in refining the requirements document package, including the description of key project objectives, unique project requirements, and performance expectations.

**2. Prepare a funding document**

**a. Requesting Agency**

i. Work with the Servicing Agency to prepare a funding document (Part B of the IA). Provide:

(i) description of the support required and to be performed by the Servicing Agency that is adequate to demonstrate a bona fide need and can be recorded as an obligation (31 U.S.C. 1501, 1502),

(ii) information on performance or delivery requirements along with projected milestones,

(iii) data required for the proper transfer and obligation of funds, and (iv) information on any agency-unique acquisition restrictions or limitations applicable to the funding being provided.

ii. *For all funding documents (Part B) executed under this IA, assign a financial point of contact who is a “certifying official” as that term is used in 31 U.S.C. § 3528.* The funds certifying official shall:

A. Timely execute all financial documents required for a valid funding request to show funding meets purpose, time and amount; and

B. Ensure funds are certified and legally available for the specified support.

**b. Servicing Agency**

i. Work with the Requesting Agency to prepare a funding document (Part B of the IA).

ii. Do not accept the funding document unless it: (i) identifies proper funds, including the type of funds to be used, their period of availability, and a funds citation; (ii) identifies the funds certifying official and (iii) adequately describes a bona fide need of the Requesting Agency.

iii. Help the Requesting Agency comply with the bona fide needs rule by:

A. managing funds according to the Requesting Agency’s guidance;

B. recording transactions in a timely fashion; and

C. implementing and exercising controls to ensure compliance with all applicable statutory and regulatory fiscal requirements.

**3. Develop support strategy**

**a. Requesting Agency**

i. Provide the Servicing Agency with information on project objectives, deliverables, and schedule milestones.

**b. Servicing Agency**

i. Work with Requesting Agency to ensure project objectives, deliverables and schedule milestones are in conformance with Servicing Agency’s prime contract with SEI.

**4. Prepare, or finalize, Project Work Plan (PWP) and/or specifications**

**a. Requesting Agency**

i. Work with the Servicing Agency to ensure suitable performance standards are established against which results may be effectively measured.

**b. Servicing Agency**

i. Prepare and/or finalize PWP based on requirements documents (or initial PWPs) provided by the Requesting Agency, discussions with Requesting Agency stakeholders -- including program and project managers, contracting, fiscal, legal, and others.

ii. Provide the Requesting Agency with the opportunity to concur on PWP before finalizing.

**5. Perform contract closeout**

**a. Requesting Agency**

i. Support contract close-out functions, to include providing appropriate funding to satisfy settlement agreements and/or claims.

ii. Take appropriate actions to retrieve unexpended balances.

**b. Servicing Agency**

i. Close out contract/order upon ensuring that all contract/order requirements and administrative actions have been completed.

ii. Return unused balance of the funds to the Requesting Agency.

**A.7. Payment Provisions**

The Requesting Agency will pay the Servicing Agency for costs of support provided by SEI. **[Insert description of any specific payment procedures]**

The contractor will provide the requesting agency with a monthly cost summary for all incurred costs.

In accordance with the Economy Act, the Requesting Agency will pay a cost recovery charge of $750, assessed for every obligation, de-obligation, and administrative modification per customer and per line of accounting affecting this contract vehicle. The $750 will be deducted directly from the fund cite in Part B.

The Requesting Agency acknowledges that it understands the purpose of the cost recovery charge and agrees to make funds available to pay this cost per transaction.

**A.8. Intellectual Property**

1. The work to be performed under this IA is sponsored by the Requesting Agency. The allocation of intellectual property rights under this IA shall be governed by the terms of Servicing Agency Prime Contract with CMU Software Engineering Institute.
2. In authorizing CMU Software Engineering Institute to perform this IA, Servicing Agency shall require that the publication of any scientific or technical data or computer software first produced under this IA and made available to any third party will contain the following legend or equivalent reflecting the Requesting Agency sponsorship of the work: “*This material is based on research conducted by CMU Software Engineering Institute under sponsored funding provided by the Requesting Agency.”*
3. The Servicing Agency will not approve any request by CMU Software Engineering Institute to retain or exercise any intellectual property rights regarding technical data not specifically granted under the contract without consulting with and receiving the concurrence of the Requesting Agency Intellectual property Counsel, specified below, of his or her designee.
4. The contract provides that CMU Software Engineering Institute shall not include in any items delivered to the Government material that is copyrighted by third parties without its approval of the Servicing Agency, unless such material is subject to the contractually specified Government license. The Air Force shall not approve any such request under this IA without consulting with and receiving the concurrence of the Requesting Agency’s Intellectual Property Counsel or its designee.
5. The Air Force will provide good faith efforts to alert, or have CMU Software Engineering Institute alert, the Requesting Agency’s Intellectual Property Counsel when the Contractor provides any invention disclosure under this IAA, whether the disclosure is directed to the Air Force or to iEdison.

**A.9. Contract Termination, Disputes and Protests**

If a contract or order awarded pursuant to this IA is terminated or cancelled (initiated by the Requesting Agency) or a dispute or protest arises from specifications, solicitation, award, performance or termination of a contract, appropriate action will be taken in accordance with the terms of the contract and applicable laws and regulations. The Requesting Agency shall be responsible for all costs associated with termination, disputes, and protests, including settlement costs relating to the requesting agency’s specific research project, except that the Requesting Agency shall not be responsible to the Servicing Agency for costs associated with actions that stem from errors in performing the responsibilities assigned to the Servicing Agency. For settlements or payments resulting from the Requesting Agency’s specific research project, the Servicing Agency shall consult with the Requesting Agency before agreeing to a settlement or payments to ensure that the Servicing Agency has adequate time in which to raise or address any fiscal or budgetary concerns arising from the proposed payment or settlement.

**A.10. Review of Part A**

The parties agree to review jointly the terms and conditions in Part A at least annually if the period of this agreement, as identified in Section 5, exceeds one year. Appropriate changes will be made by amendment to this agreement executed in accordance with Section 11. The parties further agree to review performance under this IA to determine if expectations are being met and document a summary of their assessment. The responsible reviewing official at each agency shall sign and date the assessment.

**[insert description of metrics (e.g., the quality of each party’s responsiveness; the quality of each party’s overall execution of assigned responsibilities) and methods agreed upon to gather performance information (e.g., surveys, interviews, record reviews)] Example:**

The performance assessment will consider, at a minimum, the quality of each party’s overall execution of responsibilities assigned under this IA, including each party’s responsiveness to requests made by the other party. Information to be evaluated will be obtained through a sampling of records and interviews.

**A.11. Amendments**

Any amendments to the terms and conditions in Part A shall be made in writing and signed by:

1. Requesting Agency only for any unilateral changes
   1. Administrative corrections or updates
   2. Incremental funding
2. Both the Servicing Agency and the Requesting Agency for any other actions, such as:
   1. PWP changes
   2. Funding ceiling changes
   3. Period of performance changes

**A.12. IA Termination**

This IA may be terminated upon [**insert number**] calendar days written notice by either party. If this agreement is cancelled, any implementing contract/order may also be cancelled. If the IA is terminated, the agencies shall agree the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency’s failure to give the requisite notice of its intent to terminate the IA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**A.13. Interpretation of IA**

If the Servicing Agency and Requesting Agency are unable to agree about a material aspect of either Part A or Part B of the IA, the parties agree to engage in an effort to reach mutual agreement in the proper interpretation of this IA, including amendment of this IA, as necessary, by escalating the dispute within their respective organizations.

If a dispute related to funding remains unresolved for more than [**insert number**] calendar days after the parties have engaged in an escalation of the dispute, the parties agree to refer the matter to their respective Agency Chief Financial Officers with a recommendation that the parties submit the dispute to the CFO Council Intragovernmental Dispute Resolution Committee for review in accordance with Section VII of Attachment 1 to the Treasury Financial Manual, Volume 1, Bulletin No. 2007-03, Intragovernmental Transactions, Subject: Intragovernmental Business Rules, or subsequent guidance.

**A.14. Signatures**

REQUESTING AGENCY OFFICIAL:

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail & fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICING AGENCY OFFICIAL:

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail & fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Model Interagency Agreement**

**PART B – Requirements & Funding Information**

**B.1. Purpose**

This Part of the IA (hereinafter “Part B”) serves as the funding document. It provides specific information on the requirements of [**insert the name of agency/organization with a requirement**], hereinafter “the Requesting Agency” sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow [**insert the name of agency/organization that will provide acquisition services for the Requesting Agency]**, hereinafter “the Servicing Agency,” to provide acquisition assistance and conduct an interagency acquisition.

**B.2. Authority**

The parties’ authority to enter into this interagency agreement is (check applicable box):

The Economy Act (31 U.S.C. 1535)

Franchise Fund (e.g., 31 U.S.C. 501 note) or Revolving Fund (e.g., 40 U.S.C. 321)

Identify specific statutory authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (identify specific statutory authority or authorities)

**B.3. Part B Identifier**

**Insert common agreement number(s) to identify Part B on other documents.**

**B.4. General Terms & Conditions**

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, [**insert identifier found in section 3 of Part A**]. Part A is located at (check applicable box):

[**insert location]**

Attached

**B.5. Project Title**

**[insert name of Requesting Agency’s project and program number, if applicable]**

**B.6. Description of Support required**

This section describes the type of support to be provided by the Servicing Agency on behalf under this IA.

**[The Requesting Agency shall insert a specific, definite, and clear description that demonstrates a bona fide need and supports a binding agreement that can be recorded as an obligation in the fiscal year that the funds are available for obligation. This description may, but is not required to, be in the form of a project work plan (PWP, statement of work (SOW), statement of objectives (SOO), performance work statement (PWS), or other requirements document. A specific, definite, and clear description of a current need of the requesting agency that enables the servicing agency to immediately begin work on the IA is sufficient.]**

If the goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

Description of goods or services is attached**. [insert brief description of attachment]**

**B.7. Projected Milestones**

**[List key project and/or milestones as planned at time of signing of the agreement.]**

|  |  |
| --- | --- |
| **Event** | **Projected Date** |
| IA Fully executed |  |
| SOW Finalized |  |
| Award Date |  |
| Period of Performance |  |

**B.8. Payment Provisions**

**[provide any specific payment provisions here]**. See section 7 of Part A for additional terms and conditions addressing billing and payment.

**B.9. Description of Support Provided**

The Servicing Agency will provide the following services to the Requesting Agency.

**[insert description of services that the Servicing Agency will provide to the Requesting Agency in connection with planning, executing, and/or managing the acquisition.]**

**B.10. Fees**

Services charges will be determined as follows: As outlined in Part A, Section A.7.

**B.11. Requesting Agency Funding Information**

**The Requesting Agency’s Certifying Official shall complete the table & certification**

|  |  |
| --- | --- |
| Basic appropriation symbol (Treasury account symbol) |  |
| Amount obligated |  |
| Fund citation (line of accounting) |  |
| Appropriation expiration date |  |
| Unique restrictions of funding (if any) |  |
| Business event type code |  |
| Agency location code (8-digit) for IPAC |  |
| DUNS/BPN (Business Partner Network) number |  |
| Funding agency code |  |
| Funding office code |  |

Requesting Agency Funds Certifying Official

I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B.4 of this IA

Signature Date

Printed Name

Title

Office

**B.12. Servicing Agency Funding Information**

**The Servicing Agency shall complete the table below.**

|  |  |
| --- | --- |
| Basic appropriation symbol (Treasury account symbol) |  |
| Fund citation (line of accounting) |  |
| Business event type code |  |
| Agency location code (8-digit) for IPAC |  |
| DUNS/BPN (Business Partner Network) number |  |

**B.13. Description of Requesting-Agency Specific Restrictions**

This section identifies unique restrictions applicableto the Requesting Agency regarding support, other than funding. **[insert description e.g., the Berry Amendment]**

Note: unique restrictions on funding should be identified in paragraph B. 11.

**B.14. Amendments**

Any amendments to the terms and conditions in Part B shall be made in writing and signed by:

1. Requesting Agency only for any unilateral changes
   1. Administrative corrections or updates
   2. Incremental funding
2. Both the Servicing Agency and the Requesting Agency for any other actions, such as:
   1. PWP changes
   2. Funding ceiling changes
   3. Period of performance changes

**B.15. Contact Information**

|  |  |
| --- | --- |
| **Servicing Agency Contracting POC** | **Requesting Agency Program Office POC** |
| Name: Mr. Albert Holguin | Name: |
| Address: 20 Schilling Circle, Bldg. 1305, 3rd Floor Hanscom AFB, MA 01731-2100 | Address: |
| Email: luis.holguin@us.af.mil | Email: |
| Phone/fax: 781-225-1256 | Phone/fax: |
| **Servicing Agency Financial POC** | **Requesting Agency Financial POC** |
| Name: Ms. Lorraine McNamara | Name: |
| Address: 20 Schilling Circle, Bldg. 1305, 3rd Floor Hanscom AFB, MA 01731-2100 | Address: |
| Email: Lorraine.McNamara.1.ctr@us.af.mil | Email: |
| Phone/fax: 781-225-1244 | Phone/fax: |

**B.16. Signatures**

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency’s acceptance of this document creates an obligation on the part of the Requesting Agency.

REQUESTING AGENCY OFFICIAL:

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail & fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICING AGENCY OFFICIAL (USAF):

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail & fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_