17.502-1 General.

(a) *Written agreement on responsibility for management and administration—.*

(1) *Assisted acquisitions*.

(i) Prior to the issuance of a *solicitation*, the *servicing agency* and the requesting agency *shall* both sign a written interagency agreement that establishes the general terms and conditions governing the relationship between the parties, including roles and responsibilities for *acquisition planning*, contract execution, and administration and management of the contract(s) or order(s). The *requesting agency shall* provide to the *servicing agency* any unique terms, conditions, and applicable agency-specific statutes, regulations, directives, and other applicable requirements for incorporation into the order or contract. In the event there are no agency unique requirements beyond the FAR, the *requesting agency shall* so inform the *servicing agency contracting officer in writing*. For *acquisitions* on behalf of the Department of Defense, also see subpart 17.7. For patent rights, see 27.304-2. In preparing interagency agreements to support *assisted acquisitions*, agencies *should* review the Office of Federal *Procurement* Policy (OFPP) guidance, *Interagency Acquisitions*, available at https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/assets/OMB/procurement/interagency_acq/iac_revised.pdf .

(ii) Each agency's file *shall* include the interagency agreement between the requesting and *servicing agency*, and *shall* include sufficient documentation to ensure an adequate audit consistent with 4.801(b).

(2) *Direct acquisitions*. The *requesting agency* administers the order; therefore, no written agreement with the *servicing agency* is required.

(b) *Business-case analysis requirements for multi-agency contracts and governmentwide acquisition contracts*. In order to establish a multi-agency or *governmentwide acquisition contract*, a business-case analysis *must* be prepared by the *servicing agency* and approved in accordance with the OFPP business case guidance, available at https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/procurement/memo/development-review-and-approval-of-business-cases-for-certain-interagency-and-agency-specific-acquisitions-memo.pdf . The business-case analysis *shall*—

(1) Consider strategies for the effective participation of small businesses during *acquisition planning* (see 7.103(u));

(2) Detail the administration of such contract, including an analysis of all direct and *indirect costs* to the Government of awarding and administering such contract;

(3) Describe the impact such contract will have on the ability of the Government to leverage its purchasing power, *e.g.*, will it have a negative effect because it dilutes other existing contracts;

(4) Include an analysis concluding that there is a need for establishing the *multi-agency contract*; and

(5) Document roles and responsibilities in the administration of the contract.

Parent topic: 17.502 Procedures.