

OFFICE OF SPACE AND BUILDING MANAGEMENT (OSBM) WORK REQUEST

HERBERT C. HOOVER BUILDING

CD-410 NUMBER (To be completed by OSBM)	RECEIPT DATE
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- New
- Amendment- Complete only blocks being changed Changes are not effective until after a revised cost estimate is provided (SECTION 2), Funds Authorization (SECTION 3) and Project Acceptance (SECTION 4) are completed
- Cancellation - Provide explanation and effective cancellation date in Description Box below

SECTION 1: REQUEST FOR SERVICES (To be completed by Operating Unit)

Requesting Operating Unit		OU Control Number (Optional)
Operating Unit POC Name	POC Phone Number	POC Email Address

Description of Products and/or Services including the bona fide need

Note: During the period in which a Presidential Appointee holds office with in the HCHB, funds for their office refurbishment may not be obligated or expended in excess of \$5,000, pursuant to an annual restriction in appropriations legislation.

Attachments

Type of Requirement: Severable Non Severable Assisted Acquisition: Yes No
(See instructions for definitions)

SECTION 2: COST ESTIMATE (To be completed by OSBM)

Project Coordinator Name	Phone Number	Email Address
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Items/Tasks	Cost Estimate	Final Costs
Total		

Detailed Estimate Attached

CD-410 NUMBER:

OU Control Number:

SECTION 3: WORK PERFORMANCE/FUNDS AUTHORIZATION

(To be completed by Operating Unit after Section 2 Estimate has been received)

Amount of Funds Allocated	Operating Unit Accounting Data/Funding String		
Funds Year	Expiration Date of Obligational Authority	Requested A. Start: Work Dates B. Completion:	
Agency Location Code (ALC)	BPN/DUNS Number	Treasury Account Symbol (TAS)	Business Event Type Code (BETC) DISB
Statutory Authority: Working Capital Fund 15 USC 1521		OSFM Authorization for OS Projects over \$25,000 Name: Signature: _____ Date: _____	

Budget Approval

Name: _____	Signature: _____	Date: _____
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Name: _____	Signature: _____	Date: _____
Email Address: _____	Phone Number: _____	

Signature certifies that internal reviews/approvals by the Operating Unit have been completed; that the Operating Unit has a bona fide need in the current fiscal year for the work described; that the funds identified are legally available for obligation and expenditure in furtherance of the work described; and that the Operating Unit accepts the General Terms and Conditions set forth on Page 3 of this form. If the funds identified in this section are insufficient to complete the work requested under this agreement, an amended CD-410 with additional funding will be required prior to incurrence of costs above the certified amount. OSBM will bill in accordance with the Federal Management Regulation (41 CFR) Section 102-85.195 on task completion. Overtime Utilities will be billed quarterly or at the end of the period of performance. All projects greater than \$100,000 will be partially billed after \$50,000 has been expended. Funds are obligated upon project acceptance by OSBM in Section 4, which follows signature of Section 3.

SECTION 4: PROJECT ACCEPTANCE (To be completed by OSBM Accepting Official)

Name: _____	Signature: _____	Date: _____
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Signature certifies that OSBM will start work, bill, collect and properly account for funds from the Operating Unit, in accordance with this agreement.

SECTION 5: PROJECT COMPLETION (Project materially complete)

Project Coordinator Signature: _____	Date: _____
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Name: _____	Signature: _____	Date: _____
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SECTION 6: BILLING (To be completed by OSBM)

Partial Billing 1 \$ _____	Date: _____
Partial Billing 2 \$ _____	Date: _____
Partial Billing 3 \$ _____	Date: _____
Partial Billing 4 \$ _____	Date: _____

Final Project Expenditure	Funds Available to be De-obligated		
OSBM Agency Location Code (ALC)	BPN/DUNS Number	Treasury Account Symbol (TAS)	Business Event Type Code (BETC) COLL

Statutory Authority: Working Capital Fund (15 USC 1521)

CD-410 Billed and Closed Name: _____	Signature: _____	Date: _____
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GENERAL TERMS AND CONDITIONS

1. The Operating Unit (OU) will establish the existence of a *bona fide* need to be satisfied through this CD-410 Work Request.
2. The OU will provide OSBM with such requirements/Statement of Work (SOW), budget/accounting information, points of contact, and other information necessary for OSBM to perform the work.
3. OSBM and the OU will work in close cooperation and collaboration throughout the project lifecycle. The OU will provide cooperation and support to OSBM as required, for Office of Facilities and Environmental Quality (OFEQ) to fulfill its contracting responsibilities and otherwise, as necessary, for OSBM to perform the work.
4. For assisted acquisitions OSBM and the OU agree that the work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
 - a) OSBM will assist the OU in further defining its requirements in a manner that will aid in OSBM's timely performance of the work;
 - b) OSBM will perform acquisition planning related to any procurement actions to be undertaken in connection with the work, including, as appropriate,
 - i. developing and implementing an acquisition strategy responsive to the OU's requirements;
 - ii. conducting market research;
 - iii. developing performance-based solicitation requirements when project requirements allow; and
 - iv. considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
 - c) OSBM will comply with requirements of the Federal Acquisition Regulation (FAR).
5. For assisted acquisitions OSBM will administer contracts and resolve contractual issues or disputes arising out of OSBM's performance of the work, including:
 - a) enforcing contractual terms and conditions to facilitate the timely delivery of goods and services;
 - b) maintaining contract documentation from project initiation through contract closeout;
 - c) performing contract oversight, including inspection and acceptance of the work, in accordance with the terms of the contract;
 - d) tracking and reporting on the contractor's performance of the work; and
 - e) performing contract close-out functions.
6. The OU will not, except as expressly authorized in writing by OS Office of Acquisition Management (OAM), provide instruction or authorization to any OSBM contractor regarding performance of the work.
7. For assisted acquisitions OSBM will provide representation for contract disputes, claims and bid protests arising out of OSBM's performance of the work. The OU will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the OU will not be responsible for costs associated with actions stemming from errors by OSBM in performing its responsibilities under this CD-410 Work Request. OSBM will consult with the OU before agreeing to a settlement for which CD-410 Work Request funding will be used.
8. The OU will provide funding to cover OSBM's direct and indirect costs of performing the work, including costs associated with OU changes to the work or increases in cost not attributable to OSBM errors in performing its responsibilities under this CD-410 Work Request.
9. In no event will OSBM be required to commence performance of the Work until the OU has provided OSBM with funding in an amount sufficient to cover the expected costs of performance. Funds will not be accepted until after the scope of work is fully defined, all design is complete, a schedule drafted and final cost estimates generated.
10. OSBM will be a good steward of the OU's funds and provide the OU with periodic updates regarding OSBM's further obligation and expenditure of CD-410 Work Request funding. Upon agreement completion and close-out of all contracts associated with this CD-410 Work Request, OSBM will return to the OU any unused funding.
11. OSBM will provide the OU with an expenditure ledger and respond to OU inquiries regarding OSBM expenditure of CD-410 Work Request funding, as requested.
12. OSBM and the OU will advise each other of issues, concerns, or problems related to performance of the Work.
13. CD-410 Work Requests are effective as of the date of signature by OSBM for project acceptance in Section 4 (which must be preceded by signature by the OU in Section 3), and will remain in effect until the completion date in Section 3, unless work is completed earlier or the agreement is terminated early or extended by written amendment. Any amendments to a CD-410 Work Request, including these General Terms and Conditions, must be in writing and signed by both the OU and OSBM. A CD-410 Work Request may be terminated by the OU upon written notice to OSBM; provided that the OU will remain responsible to OSBM for any and all direct and indirect costs incurred by OSBM in connection with performance of the work up to the date of termination of the CD-410 Work Request, together with such costs related to termination of contracts entered into by OSBM in connection with the Work. Should OSBM seek to terminate a CD-410 Work Request, it will do so only with the written agreement of the OU, including costs attributable to each party arising out of any such termination.
14. OSBM and the OU agree to use their best efforts to resolve disputes cooperatively at the working levels of their respective organizations regarding the interpretation of the Work Request and the roles and responsibilities of the parties, and if necessary, to escalate such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 60 calendar days will be referred to the respective OU Chief Financial Officers for resolution.

INSTRUCTIONS FOR COMPLETING THE CD-410

GENERAL

Complete SECTION 1 and forward to the Office of Space and Building Management (OSBM), room 1323. OSBM will issue a control number, contact the Agency point of contact for all preliminary details and then provide a cost estimate for the work requested via SECTION 2. The CD-410 will be returned to the originating office to provide funding information via Section 3, and signature by a funds certifying official. The form is to be returned to OSBM for signature to accept the project (SECTION 4), at which point the order is placed and the obligation should be recorded by the ordering Operating Unit (OU). Section 5 certifies the scope of work has been satisfied. Section 6 provides the final expenditures to be billed and amount of funds remaining, which may be de-obligated. All fields should be typed or printed and separate CD-410s submitted for each distinguishable and separate project.

SECTION 1: REQUEST FOR SERVICES

1. Requesting Operating Unit - Enter the Office/Agency/Bureau who is requesting work.
2. OU Control Number – Enter in specific Operating Unit tracking number if applicable.
3. Enter the name and phone number of the Office/Agency/Bureau person designated as the representative for the requested work.
4. Enter a full but concise statement describing the work requested, including the location. Attach additional information as necessary.
5. State if the task is Severable or Non Severable and if it is an Assisted Acquisition.

Severable: Where services are continuing and recurring, the contract or agreement is severable and the services must be charged to the fiscal year(s) in which they are rendered, unless authorized to cross fiscal years under 41 USC 3902. Non-Severable: A contract or agreement which is viewed as entire is chargeable to the fiscal year in which it was made, notwithstanding that the performance may have extended into the following fiscal year.

Assisted Acquisition per 48 CFR 2.101 [Title 48. Federal Acquisition Regulations System; Chapter 1. Subchapter A. General; Part 2. Definitions Of Words And Terms; Subpart 2.1. Definitions], means a type of interagency acquisition where a servicing agency performs acquisition activities on a requesting agency's behalf, such as awarding and administering a contract, task order, or delivery order. <http://definitions.uslegal.com/a/assisted-acquisition/>

SECTION 2: COST ESTIMATE

6. OSBM assigned Project Coordinator will enter in the specific project estimated costs for each group of items (including labor and materials), as well as the total estimated project cost for the services requested. An itemized breakdown of all costs will be provided via separate attachment if required.

SECTION 3: WORK PERFORMANCE/FUNDS AUTHORIZATION

7. Requesting Operating Unit enters in the amount of funds allocated to the project, per the estimate provided in Section 2. The Accounting Data (Project String) and funding details are to be completed in this section.
8. Funds Year – enter in the fiscal year of the funds.
9. Requested work dates may be adjusted to accommodate OSBM resources and acquisition constraints.
10. All Office of Secretary (OS) projects over \$25,000 must be routed to OSFM for concurrence.
11. After OU budget approval, the OU requesting Funds Certifying Official signs the form, and returns it to OSBM for acceptance.

SECTION 4: PROJECT ACCEPTANCE

12. The OSBM Accepting Official signs to formally accept the CD-410. The OU records the obligation as of the date of acceptance.

SECTION 5: PROJECT COMPLETION

13. OSBM Project Coordinator to enter the date of physical completion of the project.
14. Operating Unit official certifies that all requested work and/or services have been provided. No further work or services will be provided at this point.

SECTION 6: BILLING

15. OSBM billing official to date and sign when partial billing of a project has been conducted (if required).
16. OSBM billing official to enter in final project cost and amount of funds available for de-obligation and date and sign when final billing of a project has been completed. The CD-410 is considered closed.