

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)
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Operating Unit POC

Name: _____ Phone Number: _____ Email Address: _____

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

Work Request Dates A. Start: _____ B. Completion: _____

Does the work request involve an area assigned to a Presidential Appointee? Yes No

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. See Instructions for additional direction.

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

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

Project Coordinator

Name: _____ Phone Number: _____ Email Address: _____

Items/Tasks	Cost Estimate	Final Costs
Total		

Detailed Estimate Attached

CD-410 NUMBER:

SECTION 3: WORK PERFORMANCE/FUNDS AUTHORIZATION

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

Is the Requesting Office's funding derived from the DOC Working Capital Fund?

No. STOP HERE. Reimbursement to OSBM will be accomplished through G-Invoicing (Forms 7600A and B) Should any additional data be provided in this section, it is for information purposes only and will not be considered the Requesting Office/Bureau's obligation of funds. To the extent data conflicts with data input into G-Invoicing, the G-Invoicing data is controlling. This CD-410 and its attachments will be used as an attachment to the subsequent 7600B order as a statement of work.

Yes. Each office understands that as the relevant components of each operates under the Department's Working Capital Fund, this CD-410 does not result in an obligation of funds. Rather, by signing this form, Requesting Office is authorizing the Office of Financial Management to reallocate to or to otherwise make available for obligation by OSBM on its behalf amounts in the Working Capital Fund allocated to Requesting Office to enable OSBM to provide the services detailed in this CD-410.

Note: This table is to be completed only if "Yes" is selected above. If "No" is selected, this information will be provided in G-Invoicing.

Amount of Funds Allocated	Operating Unit Accounting Data/Funding String		
Funds Year	Expiration Date of Obligational Authority	Statutory Authority: Working Capital Fund 15 U.S.C. 1521	
		Treasury Account Symbol (TAS)	

Funds/Budget Certifying Official (CFO signature required for Presidential Appointee projects)

Name: _____ Signature: _____ Date: _____

Operating Unit Approving Official

Name: _____ Signature: _____ Date: _____

Signature certifies that internal reviews/approvals by the Operating Unit (OU) have been completed; that the OU 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 OU accepts the General Terms and Conditions set forth on Page 4 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 allocated upon project acceptance by OSBM in Section 4, which follows signature of Section 3.

SECTION 4: Project Acceptance – FOR INTERNAL USE BY OSBM

Director OFEQ Clearance

(Applies to all projects within 2 years of GSA Modernization/Renovation)

Name: _____ Signature: _____ Date: _____

Project Acceptance (To be completed by OSBM Project Coordinator)

Name: _____ Signature: _____ Date: _____

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: _____

Operating Unit Representative

Name: _____ Signature: _____ Date: _____

CD-410 NUMBER:

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 U.S.C. 1521)

CD-410 Billed and Closed Name:

Signature:

Date

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. 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 4, 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 submit electronically to CD-410@doc.gov. The Office of Space and Building Management (OSBM) will issue a control number, contact the Operating Unit (OU) point of contact for all preliminary details and then provide a cost estimate for the work requested via SECTION 2. For projects funded by the Working Capital Fund, the CD-410 will be returned to the originating office to provide funding information via SECTION 3, and signature by a Funds/Budget Certifying Official and OU Approving Official. The form is to be returned electronically 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 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 are to 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. Any project involving space occupied or substantially used by a presidential appointee shall be identified in this section. HCHB Space Standards, Guidelines, and Procedures and Departmental Commerce Real Property Management Manual requirements are to be adhered to.
6. 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 U.S.C. 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. Sub-chapter 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

7. 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

8. Requesting Operating Unit must identify whether the project is funded with Working Capital Funds or not. For Working Capital Funds projects this form will be utilized to document the entirety of the requested project. For all other projects this section may be used to initiate the G-Invoicing process, which will constitute the agreement and obligate the requesting operating unit's funds.
9. Requesting Operating Unit enters in the amount 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.
10. Funds/Budget Certifying Official – OU Budget Official certifies that the appropriate funds are available for the project. **OU CFOs are to certify all funds for projects involving Presidential Appointees.
11. Operating Unit Approving Official signs to acknowledge the use of the available funds towards the project and returns form to OSBM.

SECTION 4: PROJECT ACCEPTANCE – FOR INTERNAL USE ONLY BY OSBM

12. Projects within 2 years of GSA Modernization/Renovation must be routed to Director, Office of Facilities and Environmental Quality (OFEQ) for concurrence.
13. The OSBM Project Coordinator signs to formally accept the CD- 410. The OU records the obligation as of the date of acceptance. If performance of work does not begin within 120 days of acceptance, the work request will be canceled and the funds de-obligated.
14. Work request dates may be adjusted to accommodate OSBM resources and acquisition constraints.

SECTION 5: PROJECT COMPLETION

15. OSBM Project Coordinator to enter the date of physical completion of the project.
16. Operating Unit official certifies that all requested work and/or services have been provided. No further work or services will be provided once signed.

SECTION 6: BILLING

17. OSBM billing official to date and sign when partial billing of a project has been conducted (if required).
18. 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.