# Migration Phase Interagency Agreement (IAA) Terms and Conditions

### Overview

The Migration Phase Interagency Agreement (IAA) is the agreement between a customer and a Federal provider, detailing how the two organizations will partner on, and fund, the migration. Customers should enter into a new IAA at the beginning of the Migration Phase.

**This document should be signed by the Program Executive Sponsor and should be reviewed and approved by both the Provider and the Customer Program Manager.**

### The IAA should include the following:

* Clearly define the scope of the migration, services requested, along with key activities that will be completed by the customer and the provider during the Migration Phase
* Define key customer and provider roles and responsibilities during the Migration Phase
* Define shared activities, along with the roles, responsibilities, and expectations for shared activities
* Identify specific reporting procedures and other monitoring tools that will be used by both the customer and provider
* Identify the role of governance in managing the IAA, including decision rights and how customer and provider governance organizations will collaborate to plan for the migration and resolve issues
* Identify and clearly define the scope of all deliverables that will be completed by the customer and/or provider within the Migration Phase
* Detail costs associated with services to be received during the Migration Phase at the WBS level
* Define the period of performance for the agreement

### IAA Terms & Conditions

**Instructions: The terms and conditions noted below should be incorporated into the Terms and Conditions section of the customer agency and a Federal provider Migration Phase IAA. The items noted below will be a sub-section of the overall terms and conditions of the IAA.**

1. The customer agency and provider will conduct migration as an open and collaborative partnership, recognizing that the end goal is for the customer agency to adopt the FSSP standard offering. Gaps are mitigated by focusing on required business outputs/outcomes and business process changes in lieu of system customization. It is the customer agency’s responsibility to justify a gap by providing the legislative or regulatory requirement that mandates it.
2. The Migration IAA is limited to the services identified in the Engagement Phase concurred by USSM and the Office of Management and Budget (OMB). Major changes to the scope of services shall not be made without first consulting with USSM and OMB (e.g., adding or removing a service).
3. The customer agency and provider will fully engage in the migration process. This shall entail, but is not limited to, customer agency and provider stakeholders and sponsors being available to:
   1. Provide strategic direction
   2. Give timely approvals and decisions
   3. Make required resources available throughout the Migration Phase
   4. Respond to reasonable document and/or data requests in a timely fashion
   5. Actively manage the risks
   6. Meet and report regularly with USSM and OMB in accordance with their role in implementing and overseeing the program
4. The customer agency and provider will employ proven industry standard project management practices and rigor to ensure successful outcome of the Implementation process. Additionally, all associated Federal IT laws, standards, policy and guidance prescribed by the Clinger-Cohen Act of 1996, OMB (e.g., Circulars A-130, A-11, A-94), GAO (e.g., Cost Estimating and Assessment Guide), and others that govern or influence federal capital investments will be followed.
5. The provider is fully reimbursed by the customer agency for their work during migration.