

## **MEMORANDUM OF UNDERSTANDING (MOU)**

BETWEEN

Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC)

AND

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Ordering Agency, Bureau, and Program Office

The Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC) is a FAR-compliant, entrepreneurial Federal government reimbursable program that provides cooperative partnering in the acquisition and delivery of commonly needed services and support. RMRC works with customer agencies to identify requirements; leverages the buying power of the Federal government to effectively reduce the cost of products and services, while also shortening delivery times; and permits each customer agency to devote more resources to its core mission. The Cooperative Administrative Support Unit was established by the President's Council on Management Improvement in 1986 and is sponsored by the Interagency Council for Administrative Management. This Memorandum of Understanding is executed pursuant to the authority of 42 U.S.C. 231, which established the Health and Human Services Service and Supply Fund. The purpose of this Memorandum of Understanding is to provide for the management and operation of selected administrative services provided by the RMRC at the Denver Federal Center, Denver, Colorado. These services are provided in accordance with the provisions of the National Cooperative Administrative Support Unit (CASU) Program Policies and Procedures issued by the National CASU Board of Directors and under the direction of the local RMRC Board of Directors, constituted of the Denver Federal Executive Board (DFEB) Executive Committee.

### **1. SERVICES**

The RMRC currently offers the services identified in Exhibit A with in-house government employees or through contracts with commercial vendors. The service listing is updated annually. The service listing, request for service forms, charter, by-laws, and other useful information are posted on our web site at [www.rmrc.casu.gov](http://www.rmrc.casu.gov)

### **2. BILLING FOR SERVICES**

All RMRC costs are recovered through charges to the participating agencies on a fee-for-service basis. The charges are based on actual costs of providing the services. Total costs are billed at least monthly via the Intergovernmental Payment and Collection (IPAC) System, IMPAC Credit Card, or by SF1080 as mutually agreed to by the RMRC and ordering agency. Billing statements are available to customer agencies through a web-based on-line viewing system, and supporting documentation for the billings will be provided upon request.

### **3. EVALUATION**

Evaluations of financial status, business practices, and the effectiveness and economy of the RMRC and the level of service delivery in relation to performance standards will be conducted in accordance with National CASU Board and the DFEB Executive Committee guidance.

#### 4. TERMINATION

Member agencies may withdraw from participation in the RMRC by providing 30-day written notice to the RMRC Executive Director and the Chairperson, DFEB Executive Committee. If a service provided by RMRC is to be terminated, at least 120 days written notice will be given to customer agencies.

#### 5. OPERATING PROCEDURES

Implementation of operating procedures and performance standards for the services to be provided will be the responsibility of the RMRC Executive Director. All differences of opinion regarding services provided, performance, or operating procedures will be referred initially to the RMRC Executive Director. Differences regarding procedures and policies that apply to multiple agencies shall be referred to the DFEB Executive Committee for resolution.

#### 6. TERM OF AGREEMENT

This agreement is effective on \_\_\_\_\_, or upon receipt of a signed copy (whichever is later) and will remain in effect for 5 years, until it is revised to provide for current conditions, or until it is terminated under the provisions of paragraph 4.

BETWEEN

Rocky Mountain Regional CASU  
PO Box 25305  
Denver, CO 80225-0305  
Phone: 303-236-1942  
Fax: 303-236-0016

By: \_\_\_\_\_  
Lori Rhodes  
Director, RMRC

Date Signed: \_\_\_\_\_

AND

By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Signature

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number

### Agency Profile Sheet

The information on this Agency Profile Sheet will be used to help us provide billing information, funding balances and general correspondence to the correct people within your agency. Thank you for providing updated information.

RMRC Customer Number: \_\_\_\_\_

**Agency Name:** \_\_\_\_\_  
(Include Agency, Bureau, and Program Office)

**Agency Liaison:** \_\_\_\_\_  
(Person Who Coordinates business With RMRC)

**Agency Physical Address:** \_\_\_\_\_

**Mailing Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

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

THE FOLLOWING CODES ARE REQUIRED--YOUR PAYING OFFICE WILL KNOW WHAT THEY ARE.

**Agency Location Code:** \_\_\_\_\_ **DUNS Number:** \_\_\_\_\_ (DOD may use their DODAC number) **Federal Tax ID (EIN):** \_\_\_\_\_

**Budget Contact Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Budget Contact Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Budget Contact Email Address:** \_\_\_\_\_

**Accounts Payable (A/P) Contact Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**A/P Contact Phone Number:** \_\_\_\_\_ **A/P Contact Fax:** \_\_\_\_\_

**A/P Contact Email Address:** \_\_\_\_\_

**PROJECTED USE OF  
THE ROCKY MOUNTAIN REGIONAL CASU (RMRC)  
SERVICES**

**Agency Name:** \_\_\_\_\_  
(Include Agency, Bureau and Program Office)

**RMRC Customer Number:** \_\_\_\_\_

RMRC Service:

Copiers \$ \_\_\_\_\_

Courier Mail Service \$ \_\_\_\_\_

Document Imaging \$ \_\_\_\_\_

EEO Investigations & Mediation \$ \_\_\_\_\_

Property Center \$ \_\_\_\_\_

Labor Moving \$ \_\_\_\_\_

Multi-Media \$ \_\_\_\_\_

Contract Staffing Services \$ \_\_\_\_\_

**TOTAL ESTIMATED FY USAGE** \$ \_\_\_\_\_

NOTE: This estimate will be used for planning purposes. You are not required to obligate funds until you place an order with RMRC.

## **Exhibit A**

### **Rocky Mountain Regional CASU Services**

#### Copiers:

Cost = Vendor amount + RMRC fee of 5% of vendor invoice amount

Points of Contact: Tammy Miller (303) 236-9692 or (303) 236-8106

#### Courier Mail Service:

Cost = \$5.75 per stop

Points of Contact: Sheryl Franz (303) 236-9828

#### Document Imaging:

Cost = Contract amount + RMRC fee of 5% of vendor invoice amount

Points of Contact: Sheryl Franz (303) 236-9828 and Ed Gould (303) 236-8314

#### EEO Investigations & Mediation:

Cost = Vendor amount + RMRC fee of 5% of vendor invoice amount

Points of Contact: Tammy Miller (303) 236-9692

#### Property Center:

Cost = \$25 per FTE for agencies located OFF the Denver Federal Center and

\$18 per FTE for agencies located ON the Denver Federal Center

Points of Contact: Alex Gallegos (303) 236-8105 and Debra Flores (303) 236-8315

#### Labor Moving:

Cost = Vendor amount + RMRC fee of \$2.75 per mover per hour

Points of Contact: Sheryl Franz (303) 236-9828 and Gregg Huckabee (303) 236-7438

#### Contract Staffing Services:

Cost = Vendor amount + RMRC fee of \$1.75 per staff hour

Points of Contact: Ed Gould (303) 236-8314, Gregg Huckabee (303) 236-7438 and Tammy Miller (303) 236-9691

#### Multi-Media:

Cost = Contract Amount + RMRC fee of 5% of vendor invoice amount

Points of Contact: Sheryl Franz (303) 236-9828 and Gregg Huckabee (303) 236-7438

#### Recycling:

Cost = No cost

Points of Contact: Alex Gallegos (303) 236-8105 and Debra Flores (303) 236-8315

**Fact Sheet**  
**Rocky Mountain Regional CASU (RMRC)**  
**(Hosted by Health & Human Services/PSC)**  
**Effective October 1, 2006**

NAME: Rocky Mountain Regional Cooperative Administrative Support Unit (RMRC)  
ADDRESS: PO Box 25305  
Denver Federal Center  
Denver, CO 80225-0305

OVERNIGHT DELIVERY: 6<sup>th</sup> Avenue and Kipling Street  
Denver Federal Center  
Building 41, Room 137  
Denver, CO 80225-0305

PHONE: 303-236-1942  
FAX: 303-236-0016

AGENCY LOCATION CODE: 75030030 (shared with HHS/PSC)

DUNS NUMBER: 043982318 (shared with HHS/PSC)

APPROPRIATION: 75 X 4552

TAX ID NUMBER (EIN): 53-0196960

BUREAU CODE: 7511

AUTHORIZING LEGISLATION: Our organization is part of a voluntary, interagency, cost reduction initiative established in 1986 by the President's Council on Management Improvement, Executive Order 12479, dated May 24, 1984. The Health and Human Services, Program Support Center, is the Host Agency of the RMRC; the RMRC provides services under the authority of the Department of Health and Human Services Service and Supply Fund, 42 U.S.C. 231.

Contacts:

Lori Rhodes	Director	(303) 236-8140
Debbie Flores	Operations Manager	(303) 236-8315