

## **Interagency Agreement**

CASU File Number \_\_\_\_\_

### **COOPERATIVE ADMINISTRATIVE SUPPORT UNIT (CASU)**

### **MEMORANDUM OF UNDERSTANDING AND AGREEMENT**

BETWEEN

The Southeast Regional  
Cooperative Administrative Support Unit  
Department of Veterans Affairs,  
Panama City, Florida

AND

The Cooperative Administrative Support Unit (CASU) Program is a Government-wide program, sponsored by the President's Council on Management Improvement, to establish support units to provide consolidated administrative support to participating agencies. The purpose of this Interagency Agreement is to provide for the management and operation of selected administrative services and agency participation in the Southeast Regional CASU established at Panama City, Florida, in accordance with the provisions of the National CASU Program Policy and Procedures issued by the National CASU Board of Directors.

Pursuant to authority of Section 601 of the Economy Act of 1932, as amended, 31 U.S.C. 1535, the Department of Veterans Affairs (hereinafter called the "lead agency") and

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(called the "participating agency") agree that the lead agency will provide administrative support services through a CASU in accordance with the following terms and provisions:

#### **1. PARTICIPATION IN OFFERED SERVICES**

Participation in all services, both current and future, is optional.

#### **2. SERVICES TO BE OFFERED**

The Southeast Regional CASU will provide, or cause to be provided, directly, through another government agency, or through a contractual relationship, such services that the Board of

Directors might from time to time decide to add, to the participating agency for the term of this agreement.

### **3. CASU BUDGET**

Annually, at the beginning of the fiscal year, the CASU Director will present to the CASU Board of Directors a proposed budget. The budget will be based on program services, agency participation and the total estimated cost of operating the CASU for the year.

### **4. SUBSCRIPTION TO AND FUNDING OF SERVICES**

One month prior to the start of the fiscal year, each agency will determine the services to which it wishes to subscribe at the beginning of the fiscal year. This selection of services and the estimated cost of providing those services for a full year will be reflected on appropriate participating agency funding documents. Signature of this form by the participating agency obligates the agency's funds, authorizes CASU to provide the subscribed to services and bill for those services and bill for those services as provided for in this Memorandum of Agreement. If an agency elects to subscribe to additional services or elects to discontinue previously subscribed services, subject to the provisions of paragraph 8, during the course of the fiscal year, a revised funding document will be prepared to reflect those changes. Participating agencies may subscribe to new services, as they are offered throughout the fiscal year.

### **5. REIMBURSEMENT FOR SERVICES**

Agencies will be billed ONLY for services received which will include a surcharge to cover the direct and indirect costs of the lead agency. Reimbursement/billings will be based on unit costs of service received in accordance with the basis for billing. Charges may be adjusted periodically during the year to conform to actual cost experience.

### **6. METHOD FOR BILL PROCESSING**

The participating agency's invoicing for services used will be billed in arrears at the end of each month. Agencies agree to provide reimbursement within 30 days of receipt of billings.

### **7. EVALUATION**

The effectiveness and economy of the CASU and its services shall be evaluated at least once per year by the Board of Directors or its designees. A written report containing conclusions and recommendations shall be issued within thirty days, with copies to all participating agencies.

**8. TERMINATION**

If a service provided by the CASU is to be terminated, at least 30 days written notice shall be given to the participating agencies. Also, if a participating agency decided to terminate its relationship with the CASU, 60 days notice shall be given to the Board of Directors and CASU Director.

**9. OPERATING PROCEDURES**

Implementation of operating procedures and performance standards for the services to be provided will be the responsibility of the CASU Director. All differences of opinion that cannot be resolved between the CASU Director and the participating agencies regarding services provided, performance, or operating procedures shall be submitted to the local CASU Board of Directors, Chairperson for resolution with the agency involved. Differences regarding procedures and policies that apply to multiple agencies shall be referred to the Board of Directors.

**10. TERM OF AGREEMENT**

By agreement of the parties, this agreement will remain in effect on the same terms and conditions until specific action is initiated under the provisions of paragraph 8, above or it is revised to provide for current conditions as needed.

This Memorandum of Understanding and Agreement is executed this

\_\_\_\_\_ day of \_\_\_\_\_, 2000.

Between

Southeast Regional  
Cooperative Administrative  
Support Unit  
Panama City, Florida

AND

\_\_\_\_\_

By: \_\_\_\_\_  
Edward P. Donnelly  
SER-CASU Director

By: \_\_\_\_\_  
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