

Partnering with 18F

via an Intergovernmental Cooperation Act (IGCA) agreement

We are delighted to work with State and Municipal partners to help achieve their goals through modern software development and procurement best practices.

When we partner with non-federal agencies, we do so pursuant to the [Intergovernmental Cooperation Act \(31 USC 6501 et seq\)](#). The process of getting one of those agreements in place looks like this:

1. First, you'll confirm that some portion of the **funding for this project is from a federal source**. This is a requirement for 18F to partner with non-federal agencies.
2. Next, we'll need you to **secure a formal Request Letter requesting 18F's agile acquisition services**, signed by your executive (either the governor or mayor) or a designated official who has been authorized to act on behalf of the executive to enter into an agreement with a federal agency. We can provide a template for this letter.
3. As you work to secure the letter, the 18F Account Manager working with you will **draft the IGCA agreement**, including the Statement of Work (SOW). We'll share the draft agreement with you for your feedback and encourage you to involve your general counsel or others who may need to sign off on the agreement early in the process.
4. At this point, we'll need your help **gathering your office's financial information**. We'll also need to determine how payment will be made. Generally, advance payment is required. However, if there is a local statute or regulation that prevents you from making advance payments, we can request a waiver from GSA's Office of the Chief Financial Officer. We'll need to cite the specific law or regulation that prevents advance payment.
5. Once GSA's Office of General Counsel has reviewed the draft agreement, **we'll send you the IGCA package to you for signatures**. Once we receive those signatures, we'll route the package for all GSA signatures.
6. **Once the agreement is fully executed, we will staff the project**. Please note, it can take up to 8 weeks after signatures to fully staff a team to a project.

The 18F Account Manager will be available throughout the process to assist.

Questions? Reach out to us at Inquiries18F@gsa.gov