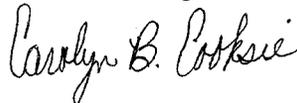


For: State and County Offices

FY 2007 Farm Loan Programs (FLP) Credit Reports

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

State Offices shall retain the responsibility for selecting GSA-approved vendors who provide commercial credit reporting services for FY 2007.

State Offices shall select GSA-approved vendors who will provide in-file, and mortgage credit reporting services for October 1, through December 31, 2006. Additional instructions covering credit reporting services **after** December 31, 2006, will be provided in a separate notice.

DAFLP is establishing the Farm Business Plan's (FBP) credit reporting component to allow FLP officials to obtain in-file individual and joint credit reports through FBP. We anticipate access availability in January 2007.

B Purpose

This notice:

- delegates responsibility for obtaining credit reporting services to State Offices
- provides guidance on obtaining credit reports services.

C Contact

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

<p>Disposal Date</p> <p>October 1, 2007</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice FLP-435

2 Responsibilities

A Farm Loan Manager (FLM) Responsibilities

FLM shall determine whether a commercial credit report is required. If FLM can make a loan determination based on information on an applicant's individual or joint report, a commercial credit report is **not** required.

If FLM determines that a commercial credit report is needed, the fee for the report will be collected from the applicant and a request to order a commercial credit report will be processed according to the State's supplement on ordering commercial credit reports.

FLM shall follow State Office supplements when ordering and charging fees for credit reports.

B State Office Responsibilities

State Offices shall:

- select approved vendors who supply in-file, mortgage, and commercial credit reporting services from GSA Schedule 520, which can be found on the GSA web site at <http://www.fss.gsa.gov>
- access the list of vendors on the web site by selecting the following:
 - "Schedules e-Library" under the "E-Tools" menu on the right side of the page
 - "Schedules e-Library" link on the information page displayed
 - 520 from the drop-down list under "Quick Schedule", 520 Financial and Business Solutions (FABS) schedule will be displayed
 - Category 520 16, "Business Information Services"
- establish blanket purchase agreement for commercial credit reporting services for FY 2007
- establish blanket purchase agreement for in-file, and mortgage credit reporting services for October 1, through December 31, 2006.
- amend standard fees to reflect the actual cost for electronic reports.