

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

1

2

2. AMENDMENT/MODIFICATION NO.  
00013. EFFECTIVE DATE  
02/08/2017

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE 12163

7. ADMINISTERED BY (If other than Item 6)

CODE

Internal Revenue Service  
6008 Oxon Hill Road, Suite 500  
Oxon Hill, MD 20745

Jennifer Taylor 240-613-7390

See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code)

PIONEER CREDIT RECOVERY, INC. 00533270  
325 Daniel Zenker Dr., Suite 1  
Horseheads, NY 14845

(b)(6)

The Contractor may perform work at additional locations. However, the contractor shall obtain IRS approval prior to initiating work under this task order at any additional sites. If an additional site is approved or additional locations or space is allocated for IRS work at an existing IRS approved site, the Contractor shall comply with all applicable IRS security requirements at the other location(s) or space, and shall be responsible for the expense of any security or other facility reviews required by the IRS at the additional location(s).

CODE

FACILITY CODE

(x)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

TIRNO-16-K-00395

10B. DATED (SEE ITEM 13)

09/23/2016

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

None Net Increase: \$0.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.212-4--Contract Terms and Conditions -- Commercial Items
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to modify the task order as follows:

- Remove item (j) under Section IV (CONTRACT CLAUSES (FAR, DTAR, IRSAP)), Paragraph 1. Disclosure Clauses, Subparagraph 1.1, IRSAP 1052.224-9000(a) - DISCLOSURE OF INFORMATION—SAFEGUARDS (JAN 1998)

Continued on Page 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Chad Wilson Vice President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

CYNTHIA LYNN 240-613-8226 / Supervisory Contract Specialist

15B. CONTRACTOR/OFFEROR

Chad Wilson  
(Signature of person authorized to sign)

15C. DATE SIGNED

2/22/17

16B. UNITED STATES OF AMERICA

Cynthia Lynn  
(Signature of Contracting Officer)

16C. DATE SIGNED

2/23/17

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

Computer Generated

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA  
FAR (48 CFR) 53.243


- Revise Paragraph 6, Place of Performance under Section II, General Terms and Conditions, to state the following:

The Contractor shall perform work under this contract at:

325 Daniel Zenker Drive., Suite 1  
Horseheads, NY 14845

The Contractor may perform work at additional locations. However, the contractor shall obtain IRS approval prior to initiating work under this task order at any additional sites. If an additional site is approved or additional locations or space is allocated for IRS work at an existing IRS approved site, the Contractor shall comply with all applicable IRS security requirements at the other location(s) or space, and shall be responsible for the expense of any security or other facility reviews required by the IRS at the additional location(s).

End of Modification

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE 1 OF 2 PAGES													
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 05/05/2017		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)													
6. ISSUED BY  Internal Revenue Service 5000 Ellin Road Lanham-Seabrook, MD 20706-1348  Cindy Lynn 214-288-6627		CODE 12163		7. ADMINISTERED BY (If other than Item 6)  Internal Revenue Service 5000 Ellin Road Lanham-Seabrook, MD 20706-1348		CODE													
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)  PIONEER CREDIT RECOVERY, INC. 00533270 26 EDWARD ST ARCADE, NY 14009 <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> <div style="text-align: center;">(b)(6)</div>				(x)		9A. AMENDMENT OF SOLICITATION NO.													
				(b)(6)		9B. DATED (SEE ITEM 11)													
				(b)(6)		10A. MODIFICATION OF CONTRACT/ORDER NO. TIRNO-16-K-00395													
				(b)(6)		10B. DATED (SEE ITEM 13) 09/23/2016													
CODE		FACILITY CODE																	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>																			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.																			
12. ACCOUNTING AND APPROPRIATION DATA (If required) None Net Increase: \$0.00																			
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">(x)</td> <td style="width: 5%;">A.</td> <td>THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B.</td> <td>THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C.</td> <td>THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td style="text-align: center;">X</td> <td>D.</td> <td>OTHER Specify type of modification and authority 43-103(a)(3) Other agreements of the parties.</td> </tr> </table>								(x)	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	X	D.	OTHER Specify type of modification and authority 43-103(a)(3) Other agreements of the parties.
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X	D.	OTHER Specify type of modification and authority 43-103(a)(3) Other agreements of the parties.																	
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.																			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  A. The purpose of this modification is to:  1. Revise Section 1: Price Schedule: Commission Fees by eliminating CLINs 0004, 1004, 2004, 3004 and 4004 Category 4: Additional Account Types along with their associated Commission Rates. 2. Eliminate Category Four: Additional Account Types from Section 1, paragraph 1, Commission Fees. The result is that the following Commission Fee categories will remain:  <div style="text-align: center;">(CONTINUED)</div>																			
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.																			
15A. NAME AND TITLE OF SIGNER (Type or print) Chad Wilson, Vice President				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CYNTHIA LYNN 214-288-6627 / Supervisory Contract Specialist															
15B. CONTRACTOR/OFFEROR  Chad Wilson <small>Digitally signed by Chad Wilson DN: cn=Chad Wilson, o=Pioneer Credit Recovery and Consulting Services, email=chad.wilson@pcrny.com, c=US, date=2017.05.15 14:24:31 -0400</small> (Signature of person authorized to sign)		15C. DATE SIGNED  5/15/17		16B. UNITED STATES OF AMERICA  BY  (Signature of Contracting Officer)		16C. DATE SIGNED  5-15-2017													
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105 Computer Generated		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243															

SF30 Comments(Block 14) Continuation Sheet

Category One: Accounts with balance due \$10,000 or less

Category Two: Accounts with balance due \$10,001-\$50,000

Category Three: Accounts with balance due \$50,001 and above

The Commission Fees stated in the original task order remain unchanged.

3. Eliminate item number 9 titled "Number of Administrative Resolutions authorized for payment of a fee by category from Section II, General Terms and Conditions, paragraph 5(b). As a result of the elimination of item 9, item 10 titled "Any adjustments to the invoice amount" is renumbered to be item 9, and remains titled "Any adjustments to the invoice amount."
  4. Revise the Frequency column in the table titled "Required Performance Metrics" appearing on pages 7 and 8 of Attachment 1 to Task Order TIRNO-16-K-00395 by adding the word "business" after "7<sup>th</sup>" and before "day" for each Performance Standard in the table.
  5. Remove the requirement to "Submit a Customer Satisfaction Report" from the table titled "Required Performance Metrics." The Internal Revenue Service contracted with a separate contractor that will perform customer satisfaction reviews, and provide customer satisfaction reports.
- B. All other terms and conditions of task order TIRNO-16-K-00395 remain unchanged.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 5 PAGES	
2. AMENDMENT/MODIFICATION NO. 0003		3. EFFECTIVE DATE 05/31/2017		4. REQUISITION/PURCHASE REQ. NO. Multiple Requisitions		5. PROJECT NO. (If applicable)	
6. ISSUED BY  Internal Revenue Service 6009 Oxon Hill Road, Suite 500 Oxon Hill, MD 20745  Jennifer Taylor 240-613-7390		7. ADMINISTERED BY (If other than Item 6)  See Item 6		CODE		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP; Code)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
PIONEER CREDIT RECOVERY, INC. 00533270 26 EDWARD ST ARCADE, NY 14009  [Redacted] (b)(6)						9B. DATED (SEE ITEM 11)	
				X		10A. MODIFICATION OF CONTRACT/ORDER NO. TIRNO-16-K-00395	
CODE				FACILITY CODE		10B. DATED (SEE ITEM 13) 09/23/2016	

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

17XX5510CD S710555 7D 2512 Net Increase: [Redacted] (b)(4)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
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	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to fund the contract in the amount of [Redacted] (b)(4) in order for Pioneer to submit the first invoice. This is a \$0 contract; Private Debt Collectors are paid a percentage of what they collect in accordance with the terms of the contract.

CONTINUED ON PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		CYNTHIA LYNN 240-613-8226 / CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY <b>L8RDB</b> <small>Digitally signed by L8RDB DN: cn=L8RDB email=Cindy.K.Lynn@irs.gov Date: 2017.06.02 10:12:57 -0400</small>	(Signature of Contracting Officer)

1. As a result of this modification, the total amount, **Line Item 0001 (via SubCLIN 0001A)**, is:

Increased from: \$0.00

By:

For a New Total of:

2. As a result of this modification, the total amount, **Line Item 0002 (via SubCLIN 0002A)**, is:

Increased from: \$0.00

By:

For a New Total of:

(b)(4)

3. As a result of this modification, the total amount, of this Task Order, **TIRNO-16-K-000395** is:

Increased from: \$0.00

By:

For a New Total of:

- End of Modification -

## Section B

## SUPPLIES OR SERVICES AND PRICES/COSTS

Line Item No.	Description of Supplies/Services	Qty	U/I	Unit Price	Total
SECTION I: PRICE SCHEDULE - COMMISSION FEES					
BASE PERIOD: September 23, 2016 - September 22, 2017					
0001	Category 1: Individual accounts with balance due \$10,000 or less - Contractor to be reimbursed at the rate of <input type="text"/> of collections recovered for accounts valued at \$10,000 or less.	1.00	LO	0.00	0.00

(b)(4)

## Accounting and Appropriation Data:

Fund	Cost Center	Functional Area	Material Group	Internal Order
------	-------------	-----------------	----------------	----------------

PR #: S-6-S7-10-CO-A05

Period of Performance: Start 09/23/2016 - End 09/22/2017

Delivery To: 2931  
IRS  
1111 CONSTITUTION AVE, NW  
WASHINGTON, DC 20224

FOB: Destination

0001A	Category 1 &lt; \$10,000.01 Commission <input type="text"/>	1.00	MO	<input type="text"/>	<input type="text"/>
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## Accounting and Appropriation Data:

Fund	Cost Center	Functional Area	Material Group	Internal Order
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17XX5510C D	S710555	7D	2512	<input type="text"/>
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PR #: S-7-S7-10-CO-A04

Delivery Date:

Delivery To: 2567  
Internal Revenue Service  
1111 Constitution Avenue NW  
Washington , DC 20224

FOB: Destination

0002 Category 2: Individual accounts with balance due of \$10,001 to \$50,000 - Contractor to be reimbursed at the rate of  of collections recovered for accounts valued at \$10,001 to \$50,000. 1.00 LO 0.00 0.00

(b)(4)

**Accounting and Appropriation Data:**

Fund	Cost Center	Functional Area	Material Group	Internal Order
------	-------------	-----------------	----------------	----------------

PR #: S-6-S7-10-CO-A05

Period of Performance: Start 09/23/2016 - End 09/22/2017

Delivery To: 2931  
IRS  
1111 CONSTITUTION AVE, NW  
WASHINGTON, DC 20224

FOB: Destination

0002A Category 2 \$10,000.01 - \$50,000.00 1.00 MO    
Commission Rate

(b)(4)

**Accounting and Appropriation Data:**

Fund	Cost Center	Functional Area	Material Group	Internal Order
------	-------------	-----------------	----------------	----------------

17XX5510C D	S710555	7D	2512	<input type="text"/>
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PR #: S-7-S7-10-CO-A04

Delivery Date:

Delivery To: 12108  
IRS Beckley Finance Center  
P.O. Box 9002  
Tel: (304) 254-3300  
Beckley, WV 25802

FOB: Destination

0003 Category 3: Individual accounts with balance due of \$50,001 or more - Contractor to be reimbursed at the rate of  of collections recovered for accounts valued at \$50,001 or more. 1.00 LO 0.00 0.00

(b)(4)

**Accounting and Appropriation Data:**

Fund	Cost Center	Functional Area	Material Group	Internal Order
------	-------------	-----------------	----------------	----------------

PR #: S-6-S7-10-CO-A05

Period of Performance: Start 09/23/2016 - End 09/22/2017

Delivery To: 2931  
 IRS  
 1111 CONSTITUTION AVE, NW  
 WASHINGTON, DC 20224

FOB: Destination

0003A Category 3 \$50,000.01 and greater 1.00 MO 0.00 0.00  
 Commission Rate   (b)(4)

**Accounting and Appropriation Data:**

Fund	Cost Center	Functional Area	Material Group	Internal Order
17XX5510C D	S710555	7D	2512	
				\$0.00

PR #: S-7-S7-10-CO-A04

Delivery Date:

Delivery To: 12108  
 IRS Beckley Finance Center  
 P.O. Box 9002  
 Tel: (304) 254-3300  
 Beckley, WV 25802

FOB: Destination

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 4 PAGES	
2. AMENDMENT/MODIFICATION NO. 0004		3. EFFECTIVE DATE 06/12/2017		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY  Internal Revenue Service 6009 Oxon Hill Road, Suite 500 Oxon Hill, MD 20745  Jennifer Taylor 240-613-7390		CODE 12163		7. ADMINISTERED BY (If other than Item 6)  See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)  PIONEER CREDIT RECOVERY, INC. 00533270 26 EDWARD ST ARCADE, NY 14009  <div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div> (b)(6)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
				(x)		9B. DATED (SEE ITEM 11)	
				X		10A. MODIFICATION OF CONTRACT/ORDER NO. TIRNO-16-K-00395	
				X		10B. DATED (SEE ITEM 13) 09/23/2016	
CODE		FACILITY CODE					

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None Net Increase: \$0.00

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	D. OTHER Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to replace paragraph 5 found on page 8 of the contract with paragraphs 5 and 5.1 found on pages 2 through 4 of this modification. In addition, this action adds Pioneer's Invoice Processing Platform (IPP) Point of Contact information to both the contract and the Integrated Procurement System which will assist in submission and processing of electronic invoices.

Continued on Page 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  CYNTHIA LYNN 240-613-8226 / CONTRACTING OFFICER	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<div style="border-top: 1px solid black; width: 100%;"></div> (Signature of person authorized to sign)		BY <div style="border-top: 1px solid black; width: 100%;"></div> L8RDB (Signature of Contracting Officer)	

## 5 INVOICING

- (a) Invoices shall be submitted electronically in accordance with provided Invoice Processing Platform (IPP) information below in Clause 1052.232-7003. Internet Payment Platform (IPP) is a secure web-based electronic invoicing and payment information service available to all Federal agencies and their suppliers. Effective October 1, 2012 invoicing through IPP will be mandatory for all new contract awards. Additional information regarding IPP may be found at the IPP website address [https:// www.ipp.gov](https://www.ipp.gov). **Contractors must complete the contractor point of contact information below, and submit it with their quote submissions.** For IRS Task Orders contractors may contact the IRS's IPP Helpdesk for assistance via email at [ippgroup@bos.frb.org](mailto:ippgroup@bos.frb.org) or via phone at (866) 973-3131
- (b) Each invoice or voucher submitted shall include the following:
1. IRS Task Order Number and GSA Contract Number
  2. Contractor Name and Address
  3. Date of Invoice
  4. Invoice Number
  5. Amount of Invoice
  6. Period Covered by Invoice
  7. Total Collected Amount(s)
  8. Fee due for Total Collected Amount(s)
  9. Number of Administrative Resolutions authorized for payment of a fee by category
  10. Any adjustments to the invoice amount
- (c) In addition to the requirements above, invoices must also contain the Contractor's taxpayer identification number (TIN) / employer identification number (EIN).
- (d) Each invoice must also include the name and phone number of the responsible official(s) who can receive notification of an improper invoice and answer questions regarding the invoice.
- (e) A copy of the invoice shall also be submitted to the COR and CO via email simultaneously.

Contracting Officer Representative (COR):

Name: Bernadette Novotny  
Phone: 720-956-4754  
Email: [Bernadette.novotny@irs.gov](mailto:Bernadette.novotny@irs.gov)

Contracting Officer (CO):

Name: Cindy Lynn  
Phone: 214-288-6627  
Email: [cindy.k.lynn@irs.gov](mailto:cindy.k.lynn@irs.gov)

- (f) Vendor invoices submitted electronically through IPP should be in the proper format and contain the required information for payment processing. A "proper invoice" must meet the minimum standards specified in FAR 32.905(b) in order to be approved for payment.
- (g) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR Part 1315.

*Note: Any invoice found to be incorrect or insufficient may be returned to the contractor for correction and/or resubmission. Any invoice returned will be accompanied by a memo identifying the discrepancies.*

## 5.1 IR1052.232-7003 ELECTRONIC INVOICING AND PAYMENT REQUIREMENTS FOR THE INVOICE PROCESSING PLATFORM (IPP) (JUL 2015)

### (a) Definitions:

"Short payment" as used in this clause means an invoice that includes the cost or price for supplies or services delivered or performed, as well as the cost or price for supplies or services not yet tendered to the Government in accordance with the terms of the contract, order or agreement.

"Short payment" example: The contract requires the delivery of a set number of items, with the price, delivery location, and delivery due date also specified. The vendor delivers 50% of the items as specified but invoices for 100% of the items. Before implementation of the IPP, the IRS would have paid the vendor for the items delivered and instructed the vendor to re-invoice the IRS when the balances of the items were delivered. In other words, the IRS would "short pay" the invoice since the IRS did not remit payment for the full invoice amount. With implementation of the IPP, the IRS can no longer do this because the IRS cannot accept an electronic invoice that includes items not yet received. The IRS will reject the invoice. The vendor needs to submit an invoice for only the items received by the IRS (in this case, 50%), and, assuming that these items meet all other contract terms and conditions, the IRS will pay the invoiced amount. The vendor submits subsequent invoice(s) for items as they are delivered and accepted.

(b) The *Invoice Processing Platform (IPP)* is a secure Web-based electronic invoicing and payment information service available to all Federal agencies and their suppliers. Effective October 1, 2012, invoicing for payment through the IPP will be mandatory for all new contract awards. Additional information regarding the IPP may be found at the IPP website address <https://www.ipp.gov>. Contractors must complete the contractor point of contact information below, and submit it with their proposal submissions. Contractors may contact the IPP Helpdesk for assistance via email at [ippgroup@bos.frb.org](mailto:ippgroup@bos.frb.org) or via phone at (866) 973-3131. Once a contract award has been made, the contractor will be contacted by the IPP via email to set-up an account. It will be necessary for contractors to login to their IPP accounts every 90 days to keep their IPP accounts active.

### (c) Contractor Point of Contact Information

**Contractor Name:** Pioneer Credit Recovery Incorporated

**Contractor IPP Point of Contact Name:** [REDACTED]

**Contractor Phone Number:** [REDACTED]

**Contractor Email Address:** [REDACTED]

(b)(6)

### (d) Electronic Invoicing and Payment Requirements

Vendor invoices submitted electronically through the IPP should be in the proper format and contain the information required for payment processing. In order to be approved for payment, a "proper invoice" must list the items specified in FAR 52.232-25 (a)(3)(i) through (a)(3)(x), or in the case of a Commercial Item Contract, the items included in 52.212-4(g)(1)(i) through (g)(1)(x).

If the vendor is offering a discount via the IPP, the discount must be reflected on the invoice. The vendor will select 'Create Invoice'. The IPP system will default to 'Net 30 Prompt Pay' under the Payment Terms dropdown box. The vendor will select from 54 different discount options for the invoice that is being created. If the vendor chooses to offer a discount on the invoice screen, the information will interface to the payment system for processing. Discounts that are offered on attachments rather than the invoice itself cannot be accepted.

Under this contract, the following documents are required to be submitted as an attachment to the invoice (Contracting Officer fills in additional documentation that must be furnished by the contractor (e.g. timesheet))

**Please do not submit into IPP any documentation/attachments that conflict with what is stated on the invoice:**

None identified

*(e) Payment and Invoice Questions* For payment and invoice questions, contact the Beckley Finance Center at (304) 254-3372 or via email at [cfo.bfc.ipp.customer.support@irs.gov](mailto:cfo.bfc.ipp.customer.support@irs.gov) .

*(f) Waiver*

If the Contractor is unable to use the IPP for submitting payment requests starting on October 1, 2012, then a waiver form must be completed and submitted with the contractor's proposal submission for review and approval by the Contracting Officer based on one of the conditions listed in the waiver form included as Attachment 1 to this RFQ. The vendor will be notified prior to award as to whether their request for waiver has been approved or denied. If the waiver is granted, then a copy of the waiver must be submitted with each paper invoice that the vendor submits to the payment office or the invoice will be returned.

*(g) Short Payment*

Short payment on vendor submitted invoices will no longer be processed or paid. If any portion of the invoice does not meet the requirements for a proper invoice, the entire invoice shall be rejected and returned to the vendor unpaid.

(End of Clause)

All other terms and conditions remain unchanged.

End of Modification