2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE		4. REQUISITION/PURCHASE R	REO NO. 15. PRO			CT NO. (If ap	plicable)
0001	02/08/2017						I	
6. ISSUED BY	CODE 12163		7. ADMINISTERED BY (If other t	han llam	6)	CODE		
Internal Revenue Service								
6009 Oxon Hill Road, Suite 500			See Item 6					
Oxon Hill, MD 20745								
Jennifer Taylor 240-613-7390								
							01101717/01	110
8. NAME AND ADDRESS OF CONTRACTOR (	Vo. Street, county, State and ZIP 00533270	: Coda)		(x)	9A. AMENDN	IENI OF SU	JUCHANON	INO.
PIONEER CREDIT RECOVERY, INC. 325 Daniel Zenker Dr., Suite 1				9B. DATED	CEE ITEN			
Horseheads, NY 14845	(b)(6)				30. DAILD (			
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IRS approved site, the Contractor shall comply with responsible for the expense of any security or other	an applicable IRS security requirem facility reviews required by the IRS a	ents at the other h t the additional lo	ocation(s) or space, and shall be cation(s).	X	10B. DATED			<del></del>
CODE	FACILITY CO	FACILITY CODE				016		
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Offers must acknowledge receipt of this a					<u> </u>		Proved	
(a) By completing items 8 and 15, and retu	iming copies of the ar	nendment; (b)	By acknowledging receipt of	this ame	indment on ea	ach copy c	of the offer s	ubmitted; or (c) By
separate letter or telegram which includes PLACE DESIGNATED FOR THE RECEIP								
amendment you desire to change an off solicitation and this amendment, and is re	or already submitted, such	change may	be made by telegram or lette					
12. ACCOUNTING AND APPROPRIATION DAT			opeome <b>v</b> .					
None Net Increase: \$0.00								
42 TU	IS ITEM ADDI IES ON							
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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

						OMBC	ontrol No	. 1505-0080
AMENDMENT OF SOLICITATION	MODIFICATION	ECONTRACT	1. CONT	RACT ID CODE		PAGE O	F PAG	ES
AMENDMENT OF SOLICITATION		OUNTRACT				1		2
2. AMENDMENT/MODIFICATION NO. 3. EFF	ECTIVE DATE	4. REQUISITION/PURCHASE RE	Q. NO.		5. PROJE	CT NO. (If ap	plicable)	
0002 05/0	05/2017	2017						
6. ISSUED BY CODE 12	2163	7. ADMINISTERED BY (If other to	han item	6)	CODE			
Internal Revenue Service 5000 Ellin Road Lanham-Seabrook, MD 20706-1348 Cindy Lynn 214-288-6627 8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county	Obde and T/D. Ondel	Internal Revenue Service 5000 Ellin Road Lanham-Seabrook, MD 20706-1348						
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county,	, State and ZIP: Code)		(X)	9A. AMENDM	ENT OF SC	LICITATION	NO.	
PIONEER CREDIT RECOVERY, INC. 00533270 26 EDWARD ST ARCADE, NY 14009				9B. DATED (S	EE ITEM 1	1)		
	N N			10A. MODIFIC	ATION OF	CONTRACT	ORDER	NO.
(b)(6	)		x	TIRNO-	16-K-0039	95		
			1	10B. DATED	SEE ITEM	13)		
CODE	FACILITY CODE		-	09/23/20	016			
11. THIS ITE	M ONLY APPLIES T	O AMENDMENTS OF S	SOLIC	ITATIONS				
The above numbered solicitation is amended as set f					ended,	is not	extende	d.
Offers must acknowledge receipt of this amendment prior	to the hour and date spec	ified in the solicitation or as an	nended.	by one of the	following	methods:		
(a) By completing Items 8 and 15, and returning co separate letter or telegram which includes a reference to PLACE DESIGNATED FOR THE RECEIPT OF OFFERS amendment you desire to change an offer already subr solicitation and this amendment, and is received prior to t	the solicitation and amen PRIOR TO THE HOUR AI nitted, such change may	ND DATA SPECIFIED MAY RE be made by telegram or lette	YOUR	ACKNOWLE	DGMENT	TO BE RE	CEIVE	D AT THE tue of this
12. ACCOUNTING AND APPROPRIATION DATA (If required)								
None Net Increase: \$0.00								
IT MODIFIES		DDIFICATIONS OF CO RDER NO. AS DESCRI			-	francesso		
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO:	(Specify authority) THE C	HANGES SET FORTH IN ITEM 14	ARE MA	DE IN THE COM	TRACT O	RDER NO. IN	ITEM 10	)A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MO ITEM 14, PURSUANT TO THE AUTHORITY OF FAR		DMINISTRATIVE CHANGES (such	as chan	ges in paying of	fice, approp	viation date, e	etc.) SET	FORTH IN
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED I	NTO PURSUANT TO AUTHO	RITY OF:		~ • • • • • • •				
<ul> <li>D. OTHER Specify type of modification and authority)</li> <li>43-103(a)(3) Other agreements of the parties.</li> </ul>								
E. IMPORTANT: Contractor 📋 is not,	X is required to sign	this document and return _	1.	copies to the	issuing	office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized	d by UCF section headings, Inc	cluding solicitation/contract subject i	natter wi	here 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:

#### (CONTINUED)

Except at provided herein, all terms and conditions of the document re	ferenced 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)				
Chad Wilson, Vice President		CYNTHIA LYNN 214-288-6627 / Supervisory Contract Specialist				
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED			
Chad Wilson (Signature of person authorized to sign)	5/15/17	BY Cim this Symm (Signature of Contracting Officer)	_ 5-15-2017			
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE	30- Computer	Generated Prescribe	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."

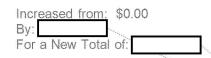
4. Revise the Frequency column in the table titled "Required Performance Metrics" appearing on pages 7 and 8 of Attachment 1 to Task Order TIRNO-16-K-00395 by adding the word "business" after "7<sup>th</sup>" and before "day" for each Performance Standard in the table.

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.

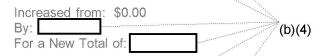
B. All other terms and conditions of task order TIRNO-16-K-00395 remain unchanged.

							OMB Control No. 1505-008(
AMENDMENT OF SOL	DIFICATION O	FCONTRACT	1. CONT	RACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIV 05/31/20		4. REQUISITION/PURCHASE RE Multiple Requisitions	EQ. NO.		5. PROJE	CT NO. (If applicable)
6. ISSUED BY	CODE 12163		7. ADMINISTERED BY (If other to	han Item	6)	CODE	
Internal Revenue Service 6009 Oxon Hill Road, Suite 500 Oxon Hill, MD 20745			See Item 6				
Jennifer Taylor 240-613-7390							
8. NAME AND ADDRESS OF CONTRACTOR	(No. Street, county, State	and ZIP: Code)		(x)	9A. AMENDMI	ENT OF SC	DLICITATION NO.
PIONEER CREDIT RECOVERY, INC. 26 EDWARD ST ARCADE, NY 14009	00533270				9B. DATED <b>(S</b>	EE ITEM 1	1)
					ATION OF		
				x	TIRNO-	16-K-0039	******
CODE	FACI	LITY CODE		-	10B. DATED ( 09/23/20		13)
1	1. THIS ITEM O	NLY APPLIES T	O AMENDMENTS OF S	SOLIC	ITATIONS		
The above numbered solicitation is a Offers must acknowledge receipt of this a					Beaused.		is not extended.
(a) By completing Items 8 and 15, and ret separate letter or telegram which include PLACE DESIGNATED FOR THE RECEIF amendment you desire to change an of solicitation and this amendment, and is re	urning copies of s a reference to the s PT OF OFFERS PRIC fer already submitted	of the amendment; (b solicitation and amen OR TO THE HOUR AI , such change may	) By acknowledging receipt of t dment numbers. FAILURE Of ND DATA SPECIFIED MAY RE be made by telegram or lette	his ame F YOUR ESULT I	ndment on ea ACKNOWLE N REJECTION	ch copy of DGME NT N OF YOL	the offer submitted; or (c) By TO BE RECEIVED AT THE IR OFFER. If by virtue of this
12. ACCOUNTING AND APPROPRIATION DA 17XX5510CD S710555 7D 2512 Net		(b)(4)					
			DIFICATIONS OF CO				
(x)			DER NO. AS DESCRI				
A. THIS CHANGE ORDER IS ISSUED B. THE ABOVE NUMBERED CONTRA							
X ITEM 14, PURSUANT TO THE AUT	THORITY OF FAR 43.10	3(b).					antinentin antinen cherter antinen in beente die een
C. THIS SUPPLEMENTAL AGREEME D. OTHER Specify type of modification		PURSUANT TO AUTHO	KITY OF:				
E. IMPORTANT : Contractor	🔀 is not,	is required to sign	this document and return	co	pies to the i	issuing o	ffice.
14. DESCRIPTION OF AMENDMENT/MODIFIC	CATION (Organized by U	ICF section headings, in	cluding solicitation/contract subject i	matter wł	32		
The purpose of this modific	ation is to fund	the contract in	the amount of	Ť	(b)(4)		er to submit the
first invoice. This is a \$0 cc			The second consistency of a second seco				
with the terms of the contra	ct.						
		CONTINU	ED ON PAGE 2				
	7.4. J			ī.	and in Call Course		
Except at provided herein, all terms and condition 15A. NAME AND TITLE OF SIGNER (Type		encea in item 9A of IUA	16A. NAME AND TITLE OF CO	************			or print)
			CYNTHIA LYNN 240	-613-82	26 / CONTR	RACTING	OFFICER
15B. CONTRACTOR/OFFEROR	1	5C. DATE SIGNED	16B. UNITED STATES OF AM	ERICA			16C. DATE SIGNED
				indy K.Evnnghirs g	10V		
(Signature of person authorized	to sign)		BY(Signature of Ce	17 06 02 10:12 51	-04.00		
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-1 Computer (			Prescrib	DARD F bed by GS/ 3 CFR) 53.	

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



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



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

Increased	from: \$0.00	and the second se
By:	a second and a second	
For a Nev	v Total of:	E.

- End of Modification -

2

## Section **B**

## SUPPLIES OR SERVICES AND PRICES/COSTS

Line Item No.	Description of Suppli	es/Services	Qty	U/I	Unit Price	Total
	SECTION I: PRICE SCH	EDULE - COMMISS	SION FEE	S		
	BASE PERIOD: Septem	ber 23, 2016 - Septe	ember 22,	2017		
0001 (b)(4)	Category 1: Individual ac balance due \$10,000 or Contractor to be reimbur of of collections accounts valued at \$10,0	less - sed at the rate recovered for	1.00	LO	0.00	0.00
	Accounting and Appro	priation Data:				
	Fund	Cost Center		nctional ea	Material Group	Internal Order
	PR #: S-6-S7-10-CO-A05	5				
	Period of Performance:	Start 09/23/2016 -	End 09/2:	2/2017		
	Delivery To:	2931 IRS 1111 CONSTITUT WASHINGTON, D		NW		
		1997 - 1979 - 1979 -				
	FOB:	Destination				
	FOR:	Destination				
0001A	FOB: Category 1 &It \$10,000. Commission		1.00	MO		
0001A	Category 1 & <u>It: \$10.</u> 000.	01	1.00	МО	(b)(4)	
0001A	Category 1 &It \$10.000. Commission	01	Fu	MO nctional ea	(b)(4) Material Group	Internal Order
0001A	Category 1 &I <u>t: \$10.</u> 000. Commission	01 priation Data:	Fu	nctional ea	None and a second second	
0001A	Category 1 &It: \$10,000. Commission Accounting and Appro Fund 17XX5510C	01 priation Data: Cost Center S710555	Fu Ai	nctional ea	Material Group	
0001A	Category 1 &It: \$10,000. Commission Accounting and Appro Fund 17XX5510C D	01 priation Data: Cost Center S710555	Fu Ai	nctional ea	Material Group	
0001A	Category 1 &It: \$10,000. Commission Accounting and Appro Fund 17XX5510C D PR #: S-7-S7-10-CO-A04	01 priation Data: Cost Center S710555	Fu Ai 7E Service Avenue N	nctional ea	Material Group	

## TIRNO-16-K-00395 MOD# 0003

0002 (b)(4)	Category 2: Individual ac balance due of \$10,001 Contractor to be reimbur of of collections accounts valued at \$10,0	to \$50,000 - sed at the rate recovered for 101 to \$50,000.	1.00 LO	0.00	0.00							
	Accounting and Appro	priation Data:										
	Fund	Cost Center	Functional Area	Material Group	Internal Order							
	PR #: S-6-S7-10-CO-A05											
	Period of Performance:	Start 09/23/2016 - Er	nd 09/22/2017									
	Delivery To: 2931 IRS 1111 CONSTITUTION AVE, NW WASHINGTON, DC 20224											
	FOB:	Destination										
0002A	Category 2 \$10,00 <u>0.01 -</u> Commission Rate	\$50,000.00	1.00 MO									
		Accounting and Appropriation Data: (b)(4)										
	Fund	Cost Center	Functional	Material Group	Internal							
			Area	and the second second	Order							
	17XX5510C D	S710555	7D	2512	and the second sec							
	PR #: S-7-S7-10-CO-A04											
	Delivery Date:											
	Delivery To:	12108 IRS Beckley Finance P.O. Box 9002 Tel: (304) 254-3300 Beckley, WV 25802										
	FOB:	Destination										
0003	Category 3: Individual ac balance due of \$50,001 Contractor to be reimbur	or more - sed at the rate	1.00 LO	0.00	0.00							
(b)(4)	of collections accounts valued at \$50,0											
	Accounting and Appro	priation 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 \$50,00 <u>0.01 a</u> Commission Rate	nd greater 1. (b)(4)	00 MO	0.00	0.00
	Accounting and Appro				
	Fund	Cost Center	Functional Area	Material Group	Internal Order
	17XX5510C D	S710555	7D	2512	¢0.00
	PR #: S-7-S7-10-CO-A04	1			\$0.00
	Delivery Date:				
	Delivery To:	12108 IRS Beckley Finance Ce P.O. Box 9002 Tel: (304) 254-3300 Beckley, WV 25802	enter		
	FOB:	Destination			

			****			OMB	Control No.	1505-0080
AMENDMENT OF SOL	1. CONT	RACT ID CO	DE	PAGE C	DF PAGE	S		
AMENDMENT OF OOL						1		4
2. AMENDMENT/MODIFICATION NO. 0004	3. EFFECTIVE DATE 06/12/2017	4. REQUISITION/PURCHASE	REQ. NO.		5. PROJE	ECT NO. (If a	pplicable)	
6. ISSUED BY	CODE 12163	7. ADMINISTERED BY (If othe	er than Item	6)	CODE			
Internal Revenue Service 6009 Oxon Hill Road, Suite 500 Oxon Hill, MD 20745		See Item 6						
Jennifer Taylor 240-613-7390								
8. NAME AND ADDRESS OF CONTRACTOR	(No. Street, county, State and ZIP: Code)	(x)	9A. AMENE	MENT OF S	OLICITATION	I NO.		
PIONEER CREDIT RECOVERY, INC								
26 EDWARD ST ARCADE, NY 14009		9B. DATED	(SEE ITEM	11)	***********	***********		
	(b)(6)			(01 NOD!	TO ATLON OF	CONTRACT		10
	x		D-16-K-003	F CONTRACI 95	JORDER 1	40.		
				10B. DATE	) (SEE ITEM	13)		
CODE	FACILITY CODE			09/23	2016			
1	1. THIS ITEM ONLY APPLIE	S TO AMENDMENTS OF	- SOLIC	ITATION	S			
The above numbered solicitation is a	amended as set forth in Item 14. The	hour and date specified for receip	ot of Offers	is e	xtended,	is not	extended	f
Offers must acknowledge receipt of this a	amendment prior to the hour and date	specified in the solicitation or as	amended,	by one of t	he following	methods:		
(a) By completing Items 8 and 15, and ref separate letter or telegram which include PLACE DESIGNATED FOR THE RECEI amendment you desire to change an oi solicitation and this amendment, and is n	is a reference to the solicitation and a PT OF OFFERS PRIOR TO THE HOL fer already submitted, such change it	mendment numbers. FAILURE IR AND DATA SPECIFIED MAY may be made by telegram or le	OF YOUR RESULT I	ACKNOWL	EDGME N	T TO BE R JR OFFER	ECEIVED	AT THE tue of this
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)							
None Net Increase: \$0.00								
	IS ITEM APPLIES ONLY TO MODIFIES THE CONTRACT							
	MODIFIES THE CONTINUES	TORDER NO. AS DESS			- <b>.</b>			
A. THIS CHANGE ORDER IS ISSUEI	D PURSUANT TO: (Specify authority) T	HE CHANGES SET FORTH IN ITEM	14 ARE MA	DE IN THE C	ONTRACT O	RDER NO. I	√ITEM 10A	×.
X B. THE ABOVE NUMBERED CONTR ITEM 14, PURSUANT TO THE AU	ACT/ORDER IS MODIFIED TO REFLECT 1 THORITY OF FAR 43.103(b).	FHE ADMINISTRATIVE CHANGES (8	uch as chan	ges in paying	office, approj	oriation date,	etc.) SET F	FORTH IN
C. THIS SUPPLEMENTAL AGREEME	ENT IS ENTERED INTO PURSUANT TO AU	JTHORITY OF:						
D. OTHER Specify type of modification	n and authority)							
E. IMPORTANT: Contractor	X is not, is required to	sign this document and retur	n co	opies to th	e issuing o	office.		
14. DESCRIPTION OF AMENDMENT/MODIFIC	CATION (Organized by UCF section heading	gs, including solicitation/contract_subje	ect matter wi	iere feasible.)				
4 of this modification. In addi	ion is to replace paragraph 5 four tion, this action adds Pioneer's In System which will assist in submis	voice Processing Platform (IF	PP) Point	of Contact				
	C	Continued on Page 2						

Except at 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	NG OFFICER				
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B	UNITED STATES OF	FAMERICA	16C. DATE SIGNED			
	BY	L8RDB	Dig Sel, September 3, 9000 - Spirtse - SPCB - empire Chai, Killy an Arra per Defe - Spirt 76 for 19: 55 57 - 4490					
(Signature of person authorized to sign)			(Signature	of Contracting Officer)				
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE	30-* Computer		ated	STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243				

## 5 INVOICING

- (a) Invoices shall be submitted electronically in accordance with provided Invoice Processing Platform (IPP) information below in Clause 1052.232-7003. Internet Pay ment 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. 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\_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 a	ddition	to t	he requ	uirements	abov	e, invo	ices	must	also	contain	the	Contractor's	taxpayer	identification	
nur	nber	(TIN)	/ em	ployer	identifica	tion 1	numbei	• (E]	IN).							

- (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

Contracting Officer (CO): Name: Cindy Lynn Phone: 214-288-6627 Email: 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 (<u>31 U.S.C. 3903</u>) 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)

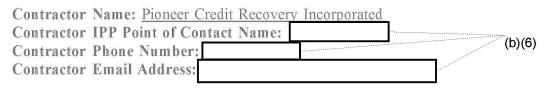
#### (a) Definitions:

"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 e 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 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



### (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 opt ions 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/attachm ents that conflict with what is stated on the invoice**:

None identified

epic.org

(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\_.

#### (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