

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES 1	
2. AMENDMENT/MODIFICATION NO. Amendment #01	3. EFFECTIVE DATE 01/31/2014	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Department of Agriculture -- Forest Service Utah Acquisition Support Center 2222 W. 2300 S. Salt Lake City, UT 84119	CODE: 84N8	7. ADMINISTERED BY (if other than Item 6) U.S. Department of Agriculture -- Forest Service Utah Acquisition Support Center 2222 W. 2300 S. Salt Lake City, UT 84119	CODE: 84N8

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. AG-84N8-S-14-0009
	X	9B. DATED (SEE ITEM 11) 01/06/2014
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE:	FACILITY CODE:	

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 X 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 DATE 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 date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

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).
	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).

This Amendment provides information and notification on the new Invoice Processing Platform (IPP) that the Forest Service will begin implementing on February 24, 2014. This new Invoice Processing Platform will require all contractors with the Forest Service to use the electronic submission and tracking system for all invoices. All parties interested in submitting an offer in response to this solicitation are notified that the successful awardee will be required to use this new IPP system for invoice processing. Attached is a sample letter that has been sent out to all existing contract holders that will provide some additional information on this system.

A signed copy of this Amendment will be required to be returned to the Contracting Officer acknowledging your receipt of information about this new invoicing process. **This solicitation has been extended to 2/07/2014 at 1:00 p.m. Local Time to allow for offerors to this solicitation to review the information on the new IPP platform.**

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)
	Tamera Draper, Purchasing Agent
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	
15B. UNITED STATES OF AMERICA	15C. DATE SIGNED
(Signature of Contracting Officer)	01/31/2014

January 24, 2014

Re: USDA Forest Service Contracts and the Invoice Processing Platform (IPP)

Dear USDA Vendor:

You are being contacted because your company is currently doing business with the U.S. Department of Agriculture (USDA), Forest Service (FS). Beginning February 24, 2014, the FS will utilize the Invoice Processing Platform (IPP) for the electronic submission and tracking of purchase orders, invoices, and payment information to its suppliers of goods and services. IPP is a secure Governmentwide, Web-based invoice processing service offered free of charge to Government Agencies and their suppliers. The FS is the final Agency within USDA to transition to IPP. Visit www.ipp.gov to learn more.

One-time enrollment in IPP means a series of emails will be sent to the point of contact established in your SAM.gov account. The first email will be from "IPP User Administration" and will contain the IPP login ID and link to the IPP Web site. A second email from "Treasury UPS User Administration" containing the password will be sent within 24 hours. Once both emails are received, please login to the IPP application and complete the registration process. After login, you will be able to access IPP training information.

Benefits of registering with IPP include the ability to create invoices directly from a contract award and submit them electronically, as well as:

- email notification when invoice(s) are paid
- online payment history
- email notification when you are awarded a new contract

The email notification of payment is sent when a payment is distributed to your bank account and will include all pertinent payment information.

A unilateral Modification of Contract (SF-30) is attached for your open Forest Service awards, implementing the change in the "Invoice Submit-to" information. You can access the list of all modified FS awards at www.fs.fed.us/business. If you have any questions regarding this modification, please contact your FS Contracting Officer.

If your company is a current user of IPP, no further enrollment actions are necessary. Starting February 24, 2014, your company can electronically submit invoices for FS contracts/awards.

The IPP Customer Support Desk is available to assist users Monday through Friday (excluding Federal holidays) from 8 a.m. to 6 p.m. ET, to answer questions related to accessing IPP or completing the registration process. Their toll-free number is 1-866-973-3131 or they can be reached at IPPCustomerSupport@fms.treas.gov. If you have any additional questions or concerns, please contact the Controller Operations Division Help Desk at 1-877-243-3072 or cod.help@usda.gov.

Sincerely,

Karren Y. Alexander, Associate Director
Controller Operations Division