

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 17	
2. AMENDMENT/MODIFICATION NO. M0013		3. EFFECTIVE DATE 02/21/2018		4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (If applicable)	
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		CODE NRCHQ		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) MAR INCORPORATED [REDACTED] 1803 RESEARCH BOULEVARD SUITE 204 ROCKVILLE MD 20850				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. GS06F0641Z NRC-HQ-11-14-T-0001	
						10B. DATED (SEE ITEM 13) 02/27/2014	
CODE 062021639		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 ACKNOWLEDGEMENT 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) See Schedule				Net Increase: [REDACTED]			
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE		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) FAR 52.217-9					
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> 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 the following: 1) Exercise Option Period 4, 2) Obligate funds in the amount of [REDACTED], 3) Increase the ceiling by [REDACTED], 4) Attach WAFs 00001-22B, 00001-25C, 00001-28B, 00001-29B, 00001-31B, 00001-32B, 01010-001, 01020-001, 01020-002, 01020-003, 01030-001, 01030-002, 01030-003, 01040-001, 5) Move excess ceiling in the amount of [REDACTED] from CLIN 00001 and CLIN 00002 to CLIN 01040, 6) revise the CLIN structure, 7) Update billing instructions, 8) update payment clause. See continuation pages for more details.							
SUMMARY:							
OBLIGATION: [REDACTED] (changed)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A 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)			
				JESSICA CHU			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16 [REDACTED]		16C. DATE SIGNED	
(Signature of person authorized to sign)						02/06/2018	

NSN 7540-01-152-8070  
 Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
 Prescribed by GSA  
 FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR  
MAR INCORPORATED

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	EXERCISED CEILING: [REDACTED] (changed) OVERALL CEILING: [REDACTED] (unchanged) Period of Performance: 02/26/2014 to 02/20/2019				

**Unilaterally, FAR 52.217-9 -- Option to Extend the Term, this modification shall:**

**1.) Exercise Option Year 4: 02/21/2018 – 02/20/2019**

Per FAR 52.217-9 -- Option to Extend the Term of the Contract, NRC provided a Notice of Intent to the Contractor on December 29, 2017, which was acknowledged by the Contractor on December 29, 2017.

**2.) Option year 4 ceiling (CLIN 40001) at \$277,311.72 shall be divided between the CLINS as follows:**

CLIN 01010 is increased by the following:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN [REDACTED] is increased by the following:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN 01030 is increased by the following:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN 01040 is increased by the following:

From: [REDACTED]  
By: \$ [REDACTED]  
To: \$ [REDACTED]

**3.) Excess Ceiling from CLIN 00001 and CLIN 00002 totaling \$ [REDACTED] is moved to CLIN 01040.**

CLIN 00001 is decreased by the following:

From: [REDACTED]

By: \$ [REDACTED]  
To: [REDACTED]

CLIN 00002 is decreased by the following:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

CLIN 01040 is increased by the following:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

The Task Order's new total exercised ceiling shall be [REDACTED]

The Task Order's total ceiling shall remain the same at [REDACTED].

- 4.) Under Option Year 4, this modification authorizes LH and FFP performance under WAF(s) 00001-22B, 00001-25C, 00001-28B, 00001-29B, 00001-31B, 00001-32B, 01010-001, 01020-001, 01020-002, 01020-003, 01030-001, 01030-002, 01030-003, and 01040-001 (see attachment(s)). Attachment(s) shall be incorporated as Task Order Attachment(s) as follows:**

Attachment 32 – WAF 00001-22B  
Attachment 33 – WAF 00001-25C  
Attachment 34 – WAF 00001-28B  
Attachment 35 – WAF 00001-29B  
Attachment 36 – WAF 00001-31B  
Attachment 37 – WAF 00001-32B  
Attachment 38 – WAF 01010-001  
Attachment 39 – WAF 01020-001  
Attachment 40 – WAF 01020-002  
Attachment 41 – WAF 01020-003  
Attachment 42 – WAF 01030-001  
Attachment 43 – WAF 01030-002  
Attachment 44 – WAF 01030-003  
Attachment 45 – WAF 01040-001

**5.) CLIN 00001 Obligations are added as follows:**

WAF 00001-22B: Total is [REDACTED]  
This is to extend the period of performance.

WAF 00001-25C: Total is [REDACTED]  
This is to extend the period of performance.

WAF 00001-28B: Total is [REDACTED]  
This is to extend the period of performance.

WAF 00001-29B: Total is [REDACTED]  
This is to extend the period of performance.

WAF 00001-31B: Total is [REDACTED]  
This is to extend the period of performance.

WAF 00001-32B: Total is [REDACTED]  
This is to extend the period of performance.

Therefore, the Total CLIN 00001 Obligations shall be increased as follows:

From: \$ [REDACTED]

By: [REDACTED]

To: \$ [REDACTED]

As a result of the ceiling and obligations changes, CLIN 00001 has a ceiling of \$ [REDACTED] and a total obligation of [REDACTED], therefore there [REDACTED] remains unfunded and available to fund under the CLIN 00001 ceiling.

**6.) CLIN 01010 Obligations are added as follows:**

WAF 01010-001: Total is [REDACTED] (FFP)

Fully funded at \$ [REDACTED]

Requisition: NSIR-18-0022

Accounting Code: 2018-X0200-FEEBASED-11-11D001-11B107-6005-11-1-156-2574-11-1-156-6005

This is fully funded.

Therefore, the Total CLIN 01010 Obligations shall be increased as follows:

From: \$ [REDACTED]  
By: \$ [REDACTED]  
To: [REDACTED]

As a result of the ceiling and obligations changes, CLIN 01010 has a ceiling of [REDACTED] and a total obligation of \$ [REDACTED] therefore [REDACTED] remains unfunded and available to fund under the CLIN 01010 ceiling.

**7.) CLIN 01020 Obligations are added as follows:**

WAF 01020-001: Total is [REDACTED] (FFP)  
Fully funded at [REDACTED]  
Requisition: NSIR-18-0022  
Accounting Code: 2018-X0200-FEEBASED-11-11D001-11B107-6005-11-1-156-2574-11-1-156-6005  
This is fully funded.

WAF 01020-002: Total is [REDACTED] (FFP)  
No funding provided in this modification.

WAF 01020-003 Total is [REDACTED] (LH)  
No funding provided in this modification.

Therefore, the Total CLIN 01020 Obligations shall be increased as follows:

From: \$0.00

By: [REDACTED]  
To: \$ [REDACTED]

As a result of the ceiling and obligations changes, CLIN 01020 has a ceiling of [REDACTED] and a total obligation of [REDACTED], therefore \$ [REDACTED] remains unfunded and available to fund under the CLIN 01020 ceiling.

**8.) CLIN 01030 Obligations are added as follows:**

WAF 01030-001: Total is \$ [REDACTED] (FFP)  
Fully funded at [REDACTED]  
Requisition: NSIR-18-0023  
Accounting Code: 2018-X0200-FEEBASED-11-11D001-11B107-6006-11-1-156-2574-11-1-156-6006

This is fully funded.

WAF 01030-002: Total is [REDACTED] (FFP)  
No funding provided in this modification.

WAF 01030-003: Total is [REDACTED] (LH)  
No funding provided in this modification.

Therefore, the Total CLIN 01030 Obligations shall be increased as follows:

From: \$ [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

As a result of the ceiling and obligations changes, CLIN 01030 has a ceiling of \$ [REDACTED] and a total obligation of \$ [REDACTED], therefore \$ [REDACTED] remains unfunded and available to fund under the CLIN 01030 ceiling.

**9.) CLIN 01040 Obligations are added as follows:**

WAF 01040-001: Total is \$ [REDACTED] (FFP)  
Fully funded at \$ [REDACTED]  
Requisition: NSIR-18-0021  
Accounting Code: 2018-X0200-FEEBASED-11-11D002-11B206-6020-11-1-156-2574-11-1-156-6020  
This is fully funded.

Therefore, the Total CLIN 01040 Obligations shall be increased as follows:

From: [REDACTED]  
By: [REDACTED]  
To: [REDACTED]

As a result of the ceiling and obligations changes, CLIN 01040 has a ceiling of [REDACTED] and a total obligation of [REDACTED], therefore \$ [REDACTED] remains unfunded and available to fund under the CLIN 01040 ceiling.

**10.) The Task Order's Total Obligations have therefore been modified as:**

From: \$ [REDACTED]  
By: [REDACTED]

To: [REDACTED]

**11.) The CLIN structure is hereby revised to be as follows:**

Task Order	CLIN	Description
NRC-HQ-11-14-T-0001	00001	Original Labor Hour
	00002	Original Firm Fixed Price
	01010	NSIR Programmatic
	01020	ERDS
	01030	OCIMS
	01040	COE - CLASSIFIED

**12.) The Billing Instructions for Time and Materials/Labor Hour Type Contracts is hereby updated as follows:**

**BILLING INSTRUCTIONS FOR  
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (AUG 2017)**

**General:** During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the System for Award Management (SAM) database and the Invoice Processing Platform (IPP) system and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM and/or IPP data.

The contractor shall prepare invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Electronic Invoice/Voucher Submissions:** Invoices/vouchers shall be submitted electronically to the U.S. Nuclear Regulatory Commission (NRC) through the Invoice Processing Platform (IPP) at [www.ipp.gov](http://www.ipp.gov).

**Purchase of Capital Property:** *(\$50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC [Management Directive \(MD\) 11.1](#), NRC Acquisition of Supplies and Services.



**Agency Payment Office:** Payment will be made by the office designated in the contract in Block 12 of the Standard Form 26, or Block 25 of the Standard Form 33, whichever is applicable.

**Frequency:** The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

**Supporting Documentation:** Any supporting documentation required to substantiate the amount billed shall be included as an attachment to the invoice created in IPP. If the necessary supporting documentation is not included, the invoice will be rejected.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information included as Supporting Documentation. This includes all applicable cost elements and other items discussed in paragraphs (a) through (j) of the attached instructions.

**Billing of Costs after Expiration of Contract:** If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

Final invoices/vouchers shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

**Supersession:** These instructions supersede previous Billing Instructions for Time-and-Materials/Labor-Hour Type Contracts (JAN 2015).

***Does my company need to register in IPP?***

If your company is currently registered in IPP and doing business with other Federal Agencies in IPP, you will not be required to re-register.

If your company is not currently registered in IPP, please note the following:

- You will be receiving an invitation to register for IPP from IPP Customer Support, [STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org).
- IPP Customer Support will send you two emails: the first email will contain the initial administrative IPP User ID and the second email, sent within 24 hours of receipt of the first email, will contain a temporary password.
- Please add the Customer Support email address ([STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org)) to your address book so you do not disregard these emails or mistake them for spam.

- During registration, one initial administrative user account will be created for your company and this user will be responsible for setting up all other user accounts including other administrators.
- Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

***What type of is training provided?***

Vendor training materials, including a first time login tutorial, user guides, a [quick reference guide](#), and [frequently asked questions](#) are available on Treasury's IPP [website](#). **Individuals within your company responsible for submitting invoices should review these materials before work begins on the contract.**

***How do I receive assistance with IPP?***

Treasury's IPP Customer Support team provides vendor assistance related to the IPP application, and is also available to assist IPP users and to answer any questions related to accessing IPP or completing the registration process. IPP application support is also available via phone at (866) 973-3131, Monday through Friday from 8:00 am to 6:00 pm ET, and via email at [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov).

Specific questions regarding your contract or task order should be directed to the appropriate NRC Contracting Officer.

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL  
(SAMPLE FORMAT – INVOICE ATTACHMENT)**

- a. Billing period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.
- b. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- c. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
- d. Shipping. Insert weight and zone of shipment, if shipped by parcel post.

- e. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- f. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- g. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

1. Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor</u> <u>Category</u>	<u>Hours</u> <u>Billed</u>	<u>Burdened</u> <u>Hourly Rate</u>	<u>Total</u>	<u>Cumulative</u> <u>Hours Billed</u>
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2. Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.
3. Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.
4. Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.
5. Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).
6. Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>		<u>Destination</u>		<u>Costs</u>
From	To	From	To	\$

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

7. Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.
- h. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- i. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.
- j. Grand Totals.

**Sample Invoice/Voucher Information (to be included as an attachment)**

Sample Invoice/Voucher Information (Supporting Documentation must be attached)

This invoice/voucher represents reimbursable costs for the billing period from \_\_\_\_\_ through \_\_\_\_\_.

	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
<b>(a) <u>Direct Costs</u></b>		
(1) Direct burdened labor	\$ _____	\$ _____
(2) Government property (\$50,000 or more)	\$ _____	\$ _____
(3) Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(4) Materials Handling Fee	\$ _____	\$ _____
(5) Consultants Fee	\$ _____	\$ _____
(6) Travel	\$ _____	\$ _____
(7) Subcontracts	\$ _____	\$ _____
Total Direct Costs:	\$ _____	\$ _____
<b>Total Amount Billed</b>	\$ _____	\$ _____
<b>Adjustments (+/-)</b>	\$ _____	\$ _____

**Grand Total** \$\_\_\_\_\_ \$\_\_\_\_\_

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

**SAMPLE SUPPORTING INFORMATION**

The budget information provided below is for format purposes only and is illustrative.

Cost Elements:

1) Direct Burdened Labor - \$4,800

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	<u>\$1,000</u>	<u>320</u>
			\$4,800	1,760 hrs.

*Burdened labor rates must come directly from the contract.*

2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000

Prototype Spectrometer - item number 1000-01 = \$60,000

3) Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

10 Radon tubes @ \$110.00 = \$1,100  
6 Pairs Electrostatic gloves @ \$150.00 = \$ 900  
\$2,000

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

<u>Start Date</u>	<u>End Date</u>	<u>Days</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
4/1/2011	4/7/2011	7	Philadelphia, PA	Wash, D.C.	\$300
7/1/2011	7/8/2011	8	Philadelphia, PA	Wash, D.C.	\$300

(ii) Per Diem: \$136/day x 15 days = \$2,040

7) Subcontracting - \$30,000

Company A	= \$10,000
Company B	= <u>\$20,000</u>
	\$30,000

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

\$99,580
- <u>0</u>
\$99,580

**Definitions**

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

**13.) The Billing Instructions for Fixed-Price Type Contracts is hereby updated as follows:**

**BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (JULY 2017)**

**General:** During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the System for Award Management (SAM) database and the Invoice Processing Platform (IPP) system and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM and/or IPP data.

The contractor shall prepare invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Electronic Invoice/Voucher Submissions:** Invoices/vouchers shall be submitted electronically to the U.S. Nuclear Regulatory Commission (NRC) through the Invoice Processing Platform (IPP) at [www.ipp.gov](http://www.ipp.gov).

**Purchase of Capital Property:** *(\$50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC [Management Directive \(MD\) 11.1](#), NRC Acquisition of Supplies and Services.

**Agency Payment Office:** Payment will be made by the office designated in the contract in Block 12 of Standard Form 26, Block 25 of Standard Form 33, or Block 18a of Standard Form 1449, whichever is applicable.

**Frequency:** The contractor shall submit invoices/vouchers for payment once each month, unless otherwise authorized by the Contracting Officer.

**Supporting Documentation:** Any supporting documentation required to substantiate the amount billed shall be included as an attachment to the invoice created in IPP. If the necessary supporting documentation is not included, the invoice will be rejected.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with pricing information.

Final vouchers/invoices shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

**Supersession:** These instructions supersede previous Billing Instructions for Fixed-Price Type Contracts (JAN 2015).

***Does my company need to register in IPP?***

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If your company is not currently registered in IPP, please note the following:

- You will be receiving an invitation to register for IPP from IPP Customer Support, [STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org).

- IPP Customer Support will send you two emails: the first email will contain the initial administrative IPP User ID and the second email, sent within 24 hours of receipt of the first email, will contain a temporary password.
- Please add the Customer Support email address ([STLS.IPPHELPDESK@stls.frb.org](mailto:STLS.IPPHELPDESK@stls.frb.org)) to your address book so you do not disregard these emails or mistake them for spam.
- During registration, one initial administrative user account will be created for your company and this user will be responsible for setting up all other user accounts including other administrators.
- Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

***What type of is training provided?***

Vendor training materials, including a first time login tutorial, user guides, a [quick reference guide](#), and [frequently asked questions](#) are available on Treasury's IPP [website](#). **Individuals within your company responsible for submitting invoices should review these materials before work begins on the contract.**

***How do I receive assistance with IPP?***

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Specific questions regarding your contract or task order should be directed to the appropriate NRC Contracting Officer.

**14.) The Electronic Payment clause is hereby updated as follows:**

**ELECTRONIC PAYMENT (DEC 2017)**

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. Payment shall be made in accordance with FAR 52.232-33, entitled "Payment by Electronic Funds Transfer-System for Award Management."

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted through the Invoice Processing Platform (IPP) (<https://www.ipp.gov/>). Back up documentation shall be included as required by the NRC's Billing Instructions.

(End of Clause)



*All other terms and conditions remain the same.*