

eVIP Supplemental Agreement (Bilateral Modification) Guide for Delegated Offices

As vendors are accepted into the Electronic Vendor Invoicing Program (eVIP), existing awards with those vendors (contractors) that have not been completed (final paid) will have to be modified to require electronic submission of all future invoices. Incorporation of the eVIP invoice instructions will be by supplemental agreement, also known as a bilateral modification. A supplemental agreement is a modification to a contract that requires signatures from both the contractor and the government (the term contract includes purchase orders, BPA Calls and TO/DOs).

References

FAR 43 – Contract Modifications

FAR 13.302-3 Obtaining contractor acceptance and modifying purchase orders

Definition of Roles

Division of Simplified Acquisition and Policy and Services (DSAPS) will advise and establish a training program for the Delegated Acquisition Offices in the preparation of supplemental agreements.

Offices of Acquisition will assist the Delegated Acquisition Offices in the preparation and execution of supplemental agreements.

Contracting Officers (Approvers) of record in Delegated Acquisition Offices will be responsible for preparing and executing supplemental agreements using the form SF-30 for all affected awards.

Step by Step

1. Review initial Contractor / NIH NBS eVIP Agreement
2. Identify all affected awards
3. Prepare Supplemental Agreement for each outstanding award within NBS/Prism

Using NBS Navigation Instructions, prepare a supplemental agreement:

Desk Manual: Buyer – Acquisition/Inventory Navigation Instructions

Modify an Award in PRISM (Using Change Text Option) 08/08/08

https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/AcquisitionNAVs/Sa_Contracts/NAV060PO/NAV060PO%20-%20Modify%20an%20Award%20in%20PRISM%2008.08.08.htm

- Insert Effective Date as agreed to by NIH and Contractor (SF-30 Block No. 3)
- Identify this modification as a supplemental agreement (SF-30 Block No.13. C.)
- Insert citation for supplemental agreement “**FAR 43.103 (a) (3)**”(SF-30 Block No.13. C.)
- Indicate contractor is to sign & return 1 copy to issuing office (SF-30 Block No.13. C.)

- Insert text as below (SF-30 Block No.14 Description):

Electronic Submission of Payment Requests (eVIP Pilot)

This modification is issued to require submission of claims for payment against the subject contract in electronic form and using the NIH web interface at: <https://my.nih.gov> .

The attached “Simplified Acquisition Invoice Instructions – eVIP” are hereby incorporated and made a part of this order. Previous invoice instructions are superseded by the attached “Simplified Acquisition Invoice Instructions – eVIP” and this supplemental agreement.

Opting Out of the eVIP Pilot

The Contractor may opt out of the eVIP pilot anytime during the contract by submitting a written request to the Contracting Officer. Within 30 days of receipt of the request, the Contracting Officer will modify the contract to re-incorporate the previous NIH invoicing requirements.

All other terms and conditions, including total contract price, remain unchanged.

4. Issue the supplemental agreement using the form:
SF-30 Amendment of Solicitation / Modification of Contract
5. Transmit Supplemental Agreement to contractor to obtain signature
6. Contracting Officer *should* sign the Supplemental Agreement last

Contractor’s Instructions for Executing Supplemental Agreement

Sign and return this supplemental agreement via fax to _____ at (301) FAX MACH

or

Print, sign, rescan and return this supplemental agreement via email to: _____

or

Sign and return 1 copies of this supplemental agreement to: [insert address]