

## **BLANKET PURCHASE AGREEMENTS MOBILE BASES AND WILDLAND FIRE CHEMICALS**

Forest Service retardant contracts (Full Service and Bulk) and Blanket Purchase Agreements (BPAs) for wildland fire chemicals and mobile retardant bases are considered established sources for all federal wildland agencies.

### **MOBILE RETARDANT BASES**

The Blanket Purchase Agreements established by the Forest Service contain all the terms and conditions required for the equipment, service, and payment procedures. The long-term retardant utilized in conjunction with the operation of a mobile retardant base is ordered through the same process as the base, but will be invoiced separately. Please review all of the information contained in each BPA. Section D provides the information concerning contract documents, exhibits, or attachments, including invoice submission direction and payment procedures.

Mobile Retardant Base BPAs have been awarded for the following units:

- Airtanker
- Single Engine Airtankers (SEATS)
- Helicopter
- Ground
- Tanker Trailer

### **WILDLAND FIRE CHEMICALS BPAs**

Blanket Purchase Agreements (FOB Origin) have been awarded by the Forest Service for Long-Term Retardant, Class A Foams, and Water Enhancers (Gels). The BPA contains the direction, information, and requirements for ordering and payment. Administrative units ordering from an established BPA can make payment utilizing a government credit card unless prohibited by your agency policy.

If a credit card is used for payment, the ordering official must create a Federal Procurement Data System (FPDS) record.

For Forest Service and Department of Interior Units, the following FPDS instructions are provided: Ordering units must report each delivery order on the FPDS Individual Contract Action Report, regardless of dollar value. As with all FPDS reports, these reports should be completed within three (3) days. NIFC will create the original entry for each contract in the FPDS database.

### **ADDITIONAL BLM PAYMENT PROCEDURES**

The following is in addition to the information found in Section D for the Bureau of Land Management (BLM) concerning payment procedures and invoicing:

The vendor shall submit draft invoices to the BLM ordering unit (e.g. Attention: Airtanker Base Manager). The BLM ordering unit shall create an order/payment document in BLM's electronic procurement system (FBMS). Once the document is created, the order number must be provided to ICL for them to invoice BLM via IPP (see below).

**Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP)  
(September 2011)**

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions – Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

\_\_Vendor's Itemized Invoice\_\_\_\_\_

The Contractor must use the IPP website to register, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in CCR) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 – 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email [ippgroup@bos.frb.org](mailto:ippgroup@bos.frb.org) or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the [BLM Ordering] Officer with its proposal or quotation.