



USAID
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USAID Implementing Partner Notices (IPN) Portal

A Mandatory Reference for ADS Chapter 302 and
303

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1. General:

In support of USAID's procurement reform and to speed the ability to implement award modifications and amendments that affect multiple awards, the Bureau for Management, Office of Acquisition and Assistance (M/OAA) has created separate on-line portals for Implementing Partner Notices (IPN) for acquisition awards and for assistance awards. The IPN Portals are the single point where USAID posts proposed universal bilateral modifications /amendments for awards, which can be accessed electronically by registered partners and A&A specialists.

The purposes of the Implementing Partner Notice Portals are to:

- a) Streamline the process for CO/AOs to modify or amend contracts/assistance awards, and
- b) Provide notices to implementing partners with current awards in a consistent and timely manner.

The IPN Portal provisions direct partners to register with the IPN Portal. Implementing partners who are registered will receive automatic email notifications when the IPN Portal is updated with proposed award modifications/amendments and/or notices. Partners may download and sign the proposed modification/amendment, and send it back to the Contracting/Agreement (CO/AO) for signature (execution) and distribution in accordance with the new provisions discussed below.

2. Applicability:

The IPN Portals apply to all acquisition and assistance awards, except:

- Task orders issued under IDIQs¹,
- Acquisitions below the micro-purchase threshold,
- Purchase card transactions,
- Purchase orders,
- PIO awards,
- Associate Awards under LWAs,
- Interagency agreements, and
- Orders issued under GSA Multiple Award Schedules (MAS).

When necessary, the IPN Portal Administrator, as designated by the Director, M/OAA, will generate proposed bilateral award modifications/amendments to contracts/assistance awards and post the documents to the respective portals. The IPN Portal Administrator will provide advance notice to COs/AOs that a modification/amendment is being prepared for posting in the portal. COs/AOs are responsible for modifying awards in accordance with FAR/AIDAR/ADS policy revisions

¹ This policy applies to basic IDIQ awards issued by M/OAA.

unless the Agency Notice announcing the revision states that it will be done through the IP or the Portal Administrator provides advance notice to COs/AOs that a modification/amendment is being prepared for posting on the portal.

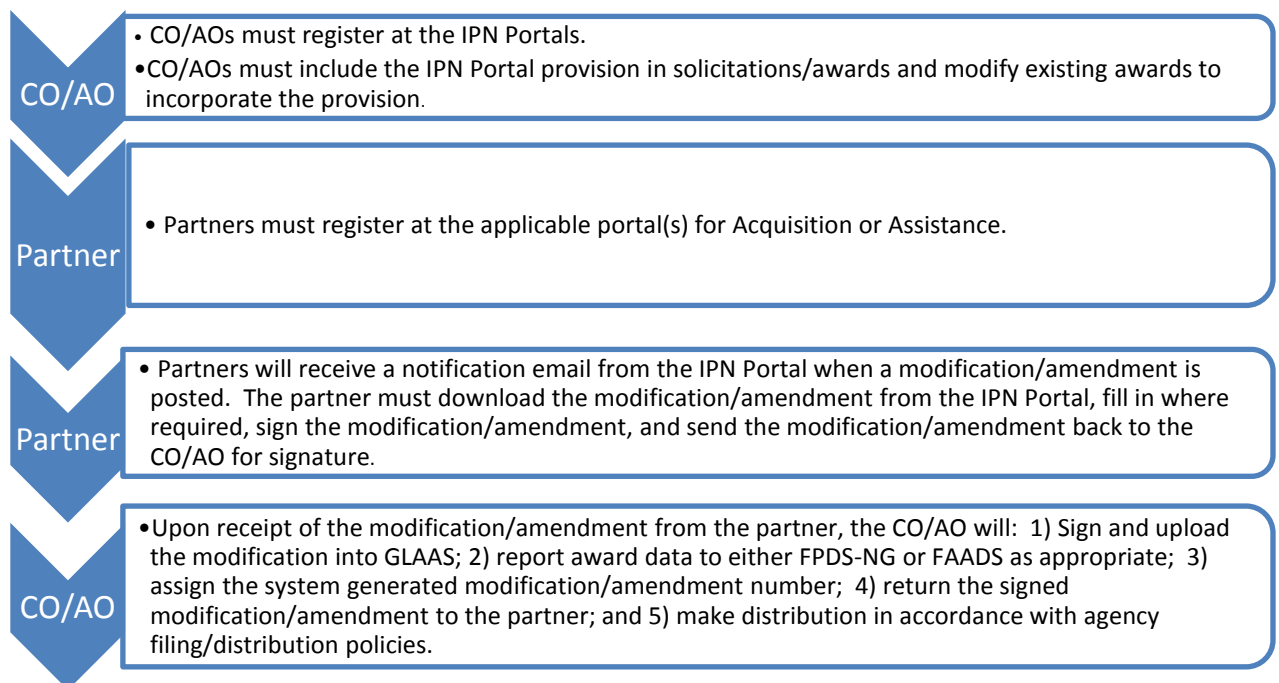
Examples of IPN Portal modifications for contracts would include general administrative changes or incorporation of required FAR/USAID/ADS clause updates affecting all awards (or classes of awards to be specified in the modification/amendment). IPN Portal modifications/amendments must not change the:

- Amount of funding obligated under the award,
- Total estimated cost/total estimated amount,
- Existing Statement of Work/Program Description, or
- Period of performance.

Proposed bilateral modifications/amendments issued through the IPN Portal are not effective until both the Contractor/Recipient and the CO/AO have signed the modification/amendment.

3. IPN Portal General Process Overview

A general overview of the IPN Portal process is provided below. CO/AO responsibilities are discussed in further detail below.



4. Registration of COs/AOs

All CO/AOs (to include A&A Specialists) must register at the following Web sites by clicking on the “Register” button at the top of the page:

Assistance IPN Portal: <https://sites.google.com/site/usaidipnforassistance/home>

Acquisition IPN Portal: <https://sites.google.com/site/usaidipnforacquisitions/>

Once registered, CO/AOs will receive automatic email notifications when the IPN Portal Administrator posts modifications, amendments, and/or notices to partners on the IPN Portal(s).

5. Processing of IPN Portal Modifications/Amendments

Each modification/amendment posted to the IPN Portal(s) will be assigned a sequential number in the order it is posted. At any time, a CO/AO may view all documents posted in each IPN Portal by clicking on the Bilateral Modifications/amendments tab or the Notices tab.

When the registered Contractor/Recipient receives notification that a modification/amendment has been posted to the IPN Portal(s), within 15 calendar days the contractor/recipient must do one of the following:

- (1)** Incorporate the correct award number, modification or amendment number, organization name and address, and sign and return the modification/amendment to the cognizant CO/AO (either by emailing a scanned copy or by mail);
- (2)** Notify the cognizant CO/AO in writing that negotiations/discussions will first be necessary to effect the proposed change to the award; or
- (3)** Notify the cognizant CO that the contractor declines to sign the modification/amendment.

When the CO/AO receives the signed modification/amendment from each contractor/recipient, the CO/AO must verify that the contractor/recipient has incorporated the name, address and award number correctly, and that no other changes have been made to IPN modification/amendment as issued through the Portal. The CO/AO will be responsible for inserting the correct modification/amendment number into each modification/amendment.

Within 30 calendar days, the CO/AO must process the IPN modification/amendment in GLAAS and make distribution, or initiate discussions with the contractor/recipient if the contractor/recipient has refused to sign the proposed modification/amendment.

The CO/AO is responsible for modifying each award appropriately in order to incorporate all revisions in the IPN modification/amendment. The CO/AO must document the file if the CO negotiates a separate modification/amendment or accept the

partner's justification for not signing and returning the IPN Portal modification/amendment.

Note: The first provision posted to each portal is the implementing provision for this policy: "USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ACQUISITION / USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE".

6. GLAAS Process/Tracking

The CO/AO must ensure that each IPN Portal modification/amendment is processed in GLAAS by first creating a requisition for the award revision, and then processing the modification/amendment. The following two guides provide the required steps:

- (1) [Creating A Requisition For Modification To Make An Unfunded Modification On An Award](#)
- (2) [Processing an Administrative Modification](#)

Tracking and reporting: When executing the award in GLAAS, the CO/AO must complete the (Y/N) question in GLAAS to indicate if the award includes the IPN Portal clause/provision. This tracking in GLAAS will help the CO/AO identify which awards will require modification/amendment separate from the IPN Portal process by running a report in GLAAS. GLAAS will release a quarterly report to CO/AOs; eventually, all USAID awards will have the IPN portal provision and reduce tracking of registered partners receiving the universal bilateral modifications.

For all modifications/amendments processed via the IPN Portal(s), the CO/AO must:

- Ensure that an FPDS-NG or FAADS report is completed for the modification/amendment.
- Assign the GLAAS system generated modification/amendment number.
- Sign and release the modification/amendment in the system.
- Negotiation memos: Modifications posted by the IPN portal do not require a negotiation memo. Note: Record the action in the Administrative Modification or Amendment Overview ("Tally" Sheet) (see ADS 302 ASIST policy).
- Follow Agency policy for distribution and filing of the modification/amendment.