

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 TECHNICAL AND ADMINISTRATIVE CORRESPONDENCE/MATTERS

To promote timely and effective administration, correspondence submitted by the Contractor under this contract shall be subject to the following procedures:

- (a) Technical and Administrative Correspondence/Matters. Technical and administrative correspondence (as used herein, excludes other correspondence described in Paragraph (b)) concerning performance of this contract shall be addressed to the Manager, Carlsbad Field Office (CBFO). The CBFO Manager, or designee, is the Contracting Officer Representative for administration of technical and administrative matters for this contract. The Contractor shall use the DOE CBFO as the focal point for all technical and administrative matters regarding this contract.
- (b) Other Correspondence. Other correspondence, including waivers, deviations, or modifications to the requirements, terms, or conditions of this contract, shall be addressed to the Contracting Officer at the DOE Contracting Office.
- (c) DOE Contracting Office. The Contracting Officer's address is:

Carlsbad Field Office
U.S. Department of Energy
P.O. Box 3090
Carlsbad, NM 88221
- (d) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to:

General Counsel,
Carlsbad Field Office, U.S. Department of Energy,
P.O. Box 3090, Carlsbad, NM 88221
- (e) Subject Lines(s). All correspondence shall contain a subject line commencing with the Contract Number, as illustrated below:

"SUBJECT: Contract No. DE-TBD (*insert subject topic after Contract Number, e.g., "Request for subcontract placement approval"*)".

G.2 DOE ORGANIZATIONAL PROPERTY MANAGEMENT OFFICER

The Contractor may use the Organizational Property Management Officer as a point of contact for guidance and assistance involving property requirements. The CO shall be contacted for any matter which involves a change in any of the expressed terms and

conditions of the contract. Correspondence being sent regarding the property Management officer should be addressed to:

Carlsbad Field Office
U.S. Department of Energy
Attn: Contracting Officer
P.O. Box 3090
Carlsbad, NM 88221

G.3 CONTRACTOR CONTACT

The Contractor shall identify to the CBFO CO the Contractor contact who has the authority and is responsible for managing, administering, and negotiating changes to the terms and conditions of this contract, as well as executing contract modifications on behalf of the Contractor.

G.4 COST REPORTING PROCEDURES

The following reporting procedures will apply to submission of a monthly cost report for work specified in the Performance Work Statement.

- (a) The Contractor will separately identify costs that pertain to the work scope. The Contractor shall submit a monthly report that separates and identifies costs associated with each level of the WBS at the program and project levels. The report shall conform to any content guidance which may be provided by the Contracting Officer, but at a minimum will include a breakdown of labor hours and material costs.
- (b) The monthly report shall identify the total amount drawn on the letter of credit.
- (c) The Contractor shall certify in each monthly report that the costs included in the report were incurred only to accomplish the work in accordance with the work scope.