

**PART I – THE SCHEDULE**

**SECTION G - CONTRACT ADMINISTRATION DATA**

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## SECTION G - CONTRACT ADMINISTRATION DATA

### G.01 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted for this contract shall include the contract number and, if applicable, the task order number and shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this contract) shall be addressed to the DOE Contracting Officer's Representative (COR), see below paragraph (d) with an information copy of the correspondence to the DOE CO (see below paragraph (c)).

- (b) **Other Correspondence.**

All correspondence, other than technical correspondence, shall be addressed to the DOE CO, with information copies of the correspondence to the DOE COR.

The Contractor shall use the COR as the point of contact on technical matters, subject to the restrictions of the clause entitled "DEAR 952.242-70 Technical Direction (DEC 2000)" located in Section I.

- (c) **DOE Contracting Officer Address.**

United States Department of Energy  
Carlsbad Field Office  
Attention: **TBD**, Contracting Officer  
4021 National Parks Highway  
Carlsbad, NM 88220  
Email at: **TBD**

- (d) **DOE Contracting Officer's Representative Address.**

United States Department of Energy  
Carlsbad Field Office  
Attention: **TBD**, Contracting Officer's Representative  
4021 National Parks Highway  
Carlsbad, NM 88220  
Email at: **TBD**

- (f) **Task Monitors**

Task Monitors (TM) may be designated by separate letters by the COR for task orders issued against the Requirements CLINS of this contract. The TM assists the COR in the scope of oversight of the contractor's work duties. The TM is not authorized to change any terms and conditions of the task order. Changes may be made only

by properly written modification(s) to the task order issued by the CO.

- (g) Subject Line(s). All correspondence to the CO, COR, or TM shall contain a subject line commencing with the contract number, and task order number, if applicable, as illustrated below:

"SUBJECT: Contract No. and task order number, if applicable, [*Insert subject topic (e.g. "Notification of Address Change")*].

## **G.02 BILLING INSTRUCTIONS**

- (a) The Contractor shall submit separate invoices using the Standard Form 1034 (Public voucher for Purchases and Services Other Than Personal) for the Fixed Price CLINs and any Task Order issued against the Requirements CLINs. Invoices shall be submitted electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). The VIPERS system allows vendors to submit invoices, attach supporting documentation and check the payment status of any voucher submitted to the DOE. Submitting electronically provides benefits to vendors by:
- Reducing the cost of paper and postage
  - Allowing supporting documentation to be attached and routed with the voucher to program and approving officials
  - Immediately interfacing invoices to DOE's accounting system saving several days of mail and manual processing time
  - Decreasing potential errors caused by manual input
  - Facilitating the prompt payment of invoices
- (b) To obtain access to and to use VIPERS, please visit the web page at <https://vipers.oro.doe.gov>. Detailed instructions on how to enroll and use the system are provided on the web page. Please do not send a paper copy of a voucher that has been submitted electronically. The invoice must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price element and program value level of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.
- (c) Fixed Price CLINs: the Contractor shall submit invoices (Standard Form 1034) in accordance with FAR 52.232-1 "Payments" (APR 1984). Invoices shall reflect the monthly price that is specified in Section B.03 of the Contract for the Fixed Price CLINs.
- (d) Requirements CLINs : for T&M task orders, the Contractor may submit invoices not more than once every two weeks in accordance with FAR 52.232-7

“Payments under Time-and-Materials and Labor-Hour Contracts” (AUG 2012). For firm-fixed-price task orders, the Contractor shall submit invoices in accordance with FAR 52.232-1 “Payments” (APR 1984)

- (e) For T&M task orders issued under the Requirements CLINs, each invoice shall also include a statement of cost and supporting documentation for services rendered..

(1) Statement of Cost.

The following instructions are provided for use by the Contractor in the preparation and submission of the Statement of Cost:

- i. Statement of Cost must be completed in accordance with the Contractor's cost accounting system.
- ii. Statement of Cost shall include, as a minimum, a breakout by functional area of the PWS for all services actually provided by the Contractor and authorized for payment under the payment provisions of the contract for the current billing period. The Direct Productive Labor Hour (DPLHs) incurred during the current billing period shall be broken down into hours worked, names of employees who incurred the cost, and specific tasks associated with the billing. A cumulative summary for DPLHs expended and the associated billing amounts charged shall also be provided. Any charges for Materials (to include the Line Item: Travel & Miscellaneous) shall also be provided with a cumulative to-date summary.
- iii. Support documentation shall be submitted for Materials claimed for reimbursement on the Statement of Cost. The level of detail provided must clearly indicate where the funds were expended. Supporting data for material costs shall include: the nature/description of the item, date purchased, relevant receipts, and a copy of the Contracting Officer’s prior approval.

All claimed subcontractor costs must be supported by submitting the same detail as outlined herein.

- iv. The statement of cost must include a certification statement signed by a responsible official of the Contractor.
- (f) The Government will make payments to the Contractor by electronic funds transfer not later than thirty (30) calendar days after receipt of an acceptable invoice from the Contractor.

**G.03 DEFECTIVE OR IMPROPER INVOICES**

Name, title, phone number, office name, and complete mailing address of the official(s) of the business concern who are to be notified when DOE receives a defective or improper invoice.

< To Be Inserted by Offeror >

**G.04 CONTRACTOR'S POINT OF CONTACT**

The Contractor shall identify to the Contracting Officer the official who has the authority to sign this Contract and who is also responsible for managing, administering, negotiating, and executing changes or modifications to the terms and conditions of this Contract.

< To Be Inserted by Offeror >