

PART I – THE SCHEDULE

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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)).

Such technical correspondence at the task order level shall also be addressed to the DOE Designated Contracting Officer's Representatives (DCORs) with an information copy of the correspondence to the DOE Designated Contracting Officer (DCO).

- (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.

Such correspondence at the task order level shall also be addressed to the DOE DCO, with information copies of the correspondence to the DOE DCOR.

The Contractor shall use the DOE COR as the point of contact on technical matters, related to the contract and the DCORs on technical matters related to task orders issued against the contract 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) Technical Monitors

Technical Monitors (TM) may be designated by separate letters by the DOE DCOR for task orders issued against this contract. The TM assists the DCOR 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 DCO.

(g) Subject Line(s). All correspondence 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). 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..

(c) Fixed Price Task Orders: the Contractor shall submit invoices (Standard Form 1034) in accordance with FAR 52.232-1 "Payments" (APR 1984). Invoices shall reflect the fixed prices specified in Section B of each task order.

- (d) Time and Materials 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).
- (e) For T&M Task orders, 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 >

G.05 INDIVIDUALS AUTHORIZED TO ISSUE TASK ORDERS

The following personnel are authorized to issue task orders under this contract:

Only the CO identified in Section G.1, Correspondence Procedures, of the contract may issue either Time and Materials (T&M) or Fixed Price task orders to the contractor off this contract

G.06 DEFINITIONS

The following special definitions are applicable to this contract:

Contracting Officer - The person identified in Section G.01, Correspondence Procedures *Contract Administration*, with the authority to enter into contracts as defined in FAR 2.101, who is assigned as responsible for this contract as a whole. This is the official that will award and administer the master contract.

Designated Contracting Officer (DCO) - The person with the authority to enter into contracts as defined in FAR 2.101 and who is assigned as the person with authority to enter into and/or administer a task order issued under this contract. The DCO shall be identified in each individual task order.

Contracting Officer's Representative (COR) – The Contracting Officer's designated representative identified in Section G.01, Correspondence Procedures *Contract Administration*, whose responsibilities apply to the administration of this contract as a whole. The extent of the COR's authority is defined in DEAR Clause 952.242-70, *Technical Direction*.

Designated Contracting Officer's Representative (DCOR) - The Contracting Officer's designated representative whose responsibilities apply to the administration of a specific task order issued under this contract. The DCOR shall be identified in each

individual task order. The extent of the DCOR's authority is defined in DEAR Clause 952.242-70, *Technical Direction*.

Technical Monitor (TM) – Representative designated by the DCOR whose responsibilities apply to the administration of one or more specific subtasks included in the Performance Work Statement of a task order for which the DCOR has been designated as having administrative responsibility for. The TM will be responsible for providing the Contractor with technical guidance at the subtask level and for providing the DCOR with regular updates concerning the Contractor's performance on those subtasks for which he/she is responsible for.