

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 BILLING INSTRUCTIONS (APPLIES TO TIME-AND-MATERIAL TASK ORDERS ONLY)

Contractors should use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting reimbursement for work performed on cost-reimbursement type contracts. Vouchers shall be submitted for individual task orders and not for multiple task orders issued under this master contract if applicable.

Contractors should submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, 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 vouchers 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 vouchers

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 voucher must include a statement of cost and supporting documentation for services rendered under each item of work listed in Section B.01 of this master contract, if more than one of these items of work are contained in a single task order. This statement should include, as a minimum, a breakout by cost or price element of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.

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

- (1) Statement of Cost must be completed in accordance with the Contractor's cost accounting system.
 - (2) Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract.
 - (3) Indirect costs claimed must reflect the rates approved for billing purposes by the Contracting Officer.
 - (4) The Direct Productive Labor Hours (DPLH) incurred during the current billing period must be shown and the DPLH Summary completed, if applicable.
 - (5) For all task orders issued under this master contract, the Contractor must prepare a Statement of Cost for each item of work listed in Section B.01 of this master contract, if more than one of these items of work are contained in a single task order, and a summary for the total invoiced cost for all items of work.
- (b) Supporting Documentation.
- (1) Direct costs (e.g., labor, equipment, travel, supplies, etc.) claimed for reimbursement on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended. For example, support for labor costs must include the labor category (e.g., program manager, senior engineer, technician, etc.) the hourly rate, the labor cost per category, and any claimed overtime; equipment costs must be supported by a list of the equipment purchased, along with the item's cost; supporting data for travel must include the destination of the trip, number and labor category of travelers, transportation costs, per diem costs, and purpose of the trip; and supplies should be categorized by the nature of the items (e.g., office, lab, computer, etc.) and the dollar amount per category.
 - (2) Any cost sharing or in-kind contributions incurred by the Contractor and/or third party during the billing period must be included.
 - (3) Indirect rates used for billings must be clearly indicated, as well as their basis of application. When the cognizant Administrative Contracting Officer (ACO) or auditor approves a change in the billing rates, include a copy of the approval.
 - (4) All claimed subcontractor costs must be supported by submitting the same detail as outlined herein.

G.2 BILLING INSTRUCTIONS - ALT I (APPLIES TO FIRM-FIXED-PRICE TASK ORDERS ONLY)

Contractors shall use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting payment for supplies or services rendered. The Standard Form can be found on the General Services Administration (GSA) website at:

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>

For Firm-Fixed-Price (FFP) task orders, the Contractor may propose a schedule of milestones for which it may be reimbursed by the Government after the successful completion of each milestone pursuant to Alternate I of FAR Clause 52.232-16, *Progress Payments*. For all such invoices, the Contractor shall provide a listing of the individuals who performed the work.

Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum.

G.3 DEFECTIVE OR IMPROPER INVOICES

The name, title, phone number, e-mail, and complete mailing address of those officials of the business concern who are to be notified when DOE receives a defective or improper invoice are as follows:

Name:

Title:

Phone Number:

E-mail:

Mailing Address:

G.4 CONTRACT ADMINISTRATION

(a) The name and correspondence address of the Designated Contracting Officer (DCO) who will be responsible for the administration of the master contract

and all task orders issued under the master contract is:

TBD

U.S. Department of Energy
Environmental Management Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, OH 45202

- (b) The name and correspondence address of the Contracting Officer's Representative (COR) who will be responsible for providing technical direction to the Contractor in the overall performance of the master contract:

TBD

U.S. Department of Energy

- (c) The name and correspondence address of the Designated Contracting Officer's Representative (DCOR) who will be responsible for providing technical direction to the Contractor in the performance of each task order issued under the master contract:

TBD on each individual task order

U.S. Department of Energy

Performance of the work under each individual task order issued under the master contract shall be subject to the technical direction of the DCOR in accordance with Section I, DEAR Clause 952.242-70, *Technical Direction*. Any change to the COR designated to the master contract shall be made administratively by letter from the Contracting Officer or his/her designee consistent with DEAR Clause 952.242-70, *Technical Direction*. Any change to the DCOR designated to an individual task order shall be made administratively by letter from the DCO or his/her designee consistent with DEAR Clause 952.242-70, *Technical Direction*. In addition, a Technical Monitor will be designated for each subtask contained in the Performance Work Statement (PWS) of each individual task order issued. The Technical Monitor will be responsible for providing detailed technical guidance to the Contractor in the day-to-day performance of work under the subtask to which they are designated.

G.5 CORRESPONDENCE PROCEDURES

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

- (a) Contract Correspondence. Any correspondence affecting the basic (master) contract shall be addressed to the Contracting Officer identified in paragraph G.04 above.
- (b) Task Order Correspondence. Procedures for correspondence affecting an individual task order (s) only will be specified and described in each individual task order.
- (c) Technical Correspondence. Technical correspondence, including all reports and deliverables, shall be addressed to the DCOR designated for an individual task order as well as to the Technical Monitor designated for an affected subtask in the PWS for that task order. Information copies of all technical correspondence shall be addressed to the DCO for the affected task order.

G.6 CORRESPONDENCE, REPORTS, AND DELIVERABLES

The following requirements apply to submission of all correspondence, reports, and deliverables:

- (a) The Contractor shall ensure that all correspondence, reports, and deliverables are as follows:
 - (1) Legible and sequentially numbered under each task order; and
 - (2) Written in clear, concise English.
- (b) The Contractor shall prepare transmittals as follows:
 - (1) Title page or cover sheet that identifies the contract and task order by number, author, deliverable(s), and date; and
 - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text).
- (c) The Contractor shall submit correspondence, reports, and deliverables as follows:
 - (1) All correspondence, deliverables, and reports shall be submitted in electronic format (i.e., searchable PDF and original soft copy) and in hard copy as required and/or requested;
 - (2) Electronically authorize/sign all correspondence, deliverables and reports; and
 - (3) All electronic files shall be editable and have all functions normally available in the software in which the data were originally generated. The Contractor shall also provide a list of the electronic files that are being provided, along with a designation of the software used. In addition, the submission shall state which contract deliverable, when appropriate, is being met through submission of the correspondence. In the event the

Contractor uses an internal proprietary software package, a copy of the software shall be provided to DOE

G.7 NONSUPERVISION OF CONTRACTOR EMPLOYEES ON GOVERNMENT FACILITIES

DOE shall not exercise any supervision or control over Contractor employees performing services under this contract. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for contract performance to DOE.

G.8 OBSERVANCE OF LEGAL HOLIDAYS

(a) The on-site Government personnel observe the following holidays:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

G.9 CONTRACTING OFFICER

The Contracting Officer responsible for administration of the basic (master) contract is identified in Section G.04, *Contract Administration*. This individual shall be primarily responsible for all contractual actions required to be taken by DOE under the terms of this basic contract.

Notwithstanding the above, in the event the above named individual is absent for an extended period or an urgent action is required, any other duly appointed Contracting Officer assigned to DOE's Environmental Management Consolidated Business Center (EMCBC), Office of Contracting shall be authorized to take the

required contractual action(s) within the limits of his/her authority.

G.10 INDIVIDUALS AUTHORIZED TO ISSUE TASK ORDERS

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

Any duly appointed EMCBC Contracting Officer

G.11 CONTRACTOR'S POINT OF CONTACT

The Contractor shall identify to the Contracting Officer identified in Section G.04, *Contract Administration*, the Contractor official who has the authority responsibility for managing, administering, and negotiating changes to the terms and conditions of this basis contract, as well as executing contract modifications on behalf of the Contractor.

G.12 DEFINITIONS

The following special definitions are applicable to this contract:

Contracting Officer - The person identified in Section G.04, *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.04, *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.