

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

TABLE OF CONTENTS

G.1	DOE-G-2001 Contracting Officer Authority (OCT 2014).....	2
G.2	DOE-G-2002 Contracting Officer’s Representative (OCT 2014).....	2
G.3	DOE-G-2003 Contractor’s Project Manager (OCT 2014) (Revised)	2
G.4	DOE-G-2004 Contract Administration (OCT 2014).....	2
G.5	DOE-G-2005 Billing Instructions (OCT 2014) (Revised)	4
G.6	DOE-G-2006 Submission of Request for Progress Payments (OCT 2014) (Revised)	5
G.7	DOE-G-2007 Contractor Performance Assessment Reporting (OCT 2014) (Revised)	5
G.8	DOE-G-2008 Non-Supervision of Contractor Employees (OCT 2014)	6

G.1 DOE-G-2001 Contracting Officer Authority (OCT 2014)

The Contracting Officer is responsible for administration of the contract. The Contracting Officer may appoint a Contracting Officer's Representative (COR), in accordance with the clause entitled Contracting Officer's Representative, to perform specifically delegated functions. The Contracting Officer is the only individual who has the authority on behalf of the Government, among other things, to take the following actions under the contract:

- (a) Assign additional work within the general scope of the contract.
- (b) Issue a change in accordance with the clause entitled Changes.
- (c) Change the cost or price of the contract.
- (d) Change any of the terms, conditions, specifications, or services required by the contract.
- (e) Accept non-conforming work.
- (f) Waive any requirement of the contract.

G.2 DOE-G-2002 Contracting Officer's Representative (OCT 2014)

Pursuant to the clause at DEAR 952.242-70, Technical Direction, the Contracting Officer shall designate in writing a Contracting Officer's Representative (COR) for this contract, and provide a copy of such designation to the contractor, including the delegated responsibilities and functions. The COR does not have authority to perform those functions reserved exclusively for the Contracting Officer.

G.3 DOE-G-2003 Contractor's Project Manager (OCT 2014) (Revised)

- (a) The Contractor shall designate a Project Manager who will be the Contractor's authorized supervisor for technical and administrative performance of all work hereunder. The Project Manager shall be the primary point of contact between the Contractor and the Contracting Officer's Representative (COR) under this contract.
- (b) The Project Manager shall receive and execute, on behalf of the Contractor, such technical directions as the COR may issue within the terms and conditions of the contract.

G.4 DOE-G-2004 Contract Administration (OCT 2014)

To promote timely and effective contract administration, correspondence delivered to the Government under this contract shall reference the contract number, title, and subject matter, and shall be subject to the following procedures:

- (a) Technical correspondence. Technical correspondence shall be addressed to the Contracting Officer's Representative (COR) for this contract, and a copy of any such correspondence shall be sent to Contracting Officer (CO). As used herein, technical correspondence does not include correspondence where patent or rights in data issues are involved, nor technical correspondence which proposes or involves waivers, deviations, or modifications to the requirements, terms or conditions of this contract.
- (b) Other Correspondence.
 - (1) Correspondence regarding patent or rights in data issues should be sent to the Intellectual Property Counsel. A copy of such correspondence shall be provided to the CO.
 - (2) If no Government Contract Administration Office is designated on Standard Form 1442 (Block 26), all correspondence, other than technical correspondence and correspondence regarding patent of rights in data, including correspondence regarding waivers, deviations, or modifications to requirements, terms or conditions of the contract, shall be addressed to the CO. Copies of all such correspondence shall be provided to the COR.
 - (3) Where a Government Contract Administration Office, other than DOE, is designated on Standard Form 1442 (Block 26) of this contract, all correspondence, other than technical correspondence, shall be addressed to the Government Contract Administration Office so designated, with copies of the correspondence to the Contract Specialist or Contracting Officer, and the COR.
- (c) Information regarding correspondence addresses and contact information is as follows:
 - (1) Contract Specialist:
 - (A) U.S. Department of Energy
Oak Ridge Office of Environmental Management
Attn: To Be Inserted at Time of Award
 - (B) Telephone number: [To Be Inserted at Time of Award]
 - (C) Address: [To Be Inserted at Time of Award]
 - (D) Email address: [To Be Inserted at Time of Award]
 - (2) Contracting Officer
 - (A) U.S. Department of Energy
Oak Ridge Office of Environmental Management
Attn: To Be Inserted at Time of Award
 - (B) Telephone number: [To Be Inserted at Time of Award]
 - (C) Address: [To Be Inserted at Time of Award]

- (D) Email address: [*To Be Inserted at Time of Award*]
- (3) Contracting Officer's Representative
 - (A) U.S. Department of Energy
Oak Ridge Office of Environmental Management
Attn: *To Be Inserted at Time of Award*
 - (B) Telephone number: [*To Be Inserted at Time of Award*]
 - (C) Address: [*To Be Inserted at Time of Award*]
 - (D) Email address: [*To Be Inserted at Time of Award*]
- (4) Intellectual Property Counsel
 - (A) Integrated Service Center (ISC) Oak Ridge Office acting through the
Intellectual Property Law Division of the Office of Chief Counsel
 - (B) Telephone number: (865) 576-1077
 - (C) Address: Department of Energy
P.O. Box 2001
Oak Ridge, TN 37831-2001
 - (D) Email address: [*To Be Inserted at Time of Award*]
- (5) Government Contract Administration Office
 - (A) U.S. Department of Energy
Oak Ridge Office of Environmental Management
Attn: *To Be Inserted at Time of Award*
 - (B) Telephone number: [*To Be Inserted at Time of Award*]
 - (C) Address: [*To Be Inserted at Time of Award*]
 - (D) Email address: [*To Be Inserted at Time of Award*]

G.5 DOE-G-2005 Billing Instructions (OCT 2014) (Revised)

- (a) Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, when requesting payment for work performed under the contract.
- (b) Contractors shall 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.

Instructions concerning contractor enrollment and use of VIPERS can be found at <https://vipers.doe.gov>.

- (c) A paper copy of a voucher that has been submitted electronically will not be accepted.
- (d) Contractors shall itemize at the CLIN/SubCLIN level on all Standard Form 1034 vouchers, and provide an electronic copy via email attachment to the CO and COR.

G.6 DOE-G-2006 Submission of Request for Progress Payments (OCT 2014) (Revised)

- (a) Progress Payments are authorized under this contract in accordance with the clause at FAR 52.232-5, Payments Under Fixed-Price Construction Contracts. The Contractor shall use Standard Form 1443 (Contractor's Request for Progress Payment) when requesting progress payments.
- (b) Contractors shall submit requests for progress payments 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. Instructions concerning contractor enrollment and use of VIPERS can be found at <https://vipers.doe.gov>.
- (c) The Contracting Officer will not make progress payments or increase the contract price beyond the funds obligated under the contract, as amended.
- (d) Contractors shall itemize at the CLIN/SubCLIN level on all Standard Form 1443 vouchers, and provide an electronic copy via email attachment to the CO and COR.

G.7 DOE-G-2007 Contractor Performance Assessment Reporting (OCT 2014) (Revised)

- (a) The Contracting Officer will document the Contractor's performance under this contract (including any task orders placed against it, if applicable) by using the Contractor Performance Assessment Reporting System (CPARS). CPARS information is handled as "Source Selection Information." Performance assessments entered into CPARS by the Contracting Officer are transmitted to the Past Performance Information Retrieval System (PPIRS) which is maintained by the Department of Defense (DoD). Information in PPIRS is available to authorized Government personnel seeking past performance information when evaluating proposals for award.
- (b) Contractor performance will be evaluated at least annually at the contract or task order level, as determined by the Contracting Officer. Evaluation categories may include any or all of the following at the Government's discretion: (1) quality, (2) schedule, (3) business relations, (4) business management/key personnel, and (5)

cost/price. PPIRS information is available at <http://www.ppirs.gov>, and CPARS information is available at <http://www.cpars.gov>. It is recommended that the Contractor take the overview training that can be found on the CPARS website. The Contractor shall acknowledge receipt of the Government's request for comments on CPARS assessments at the time it is received and shall adhere to the process and associated timeline found in the *User Manual for Contractor Performance Assessment Reporting System (CPARS)*.

- (c) Joint Ventures. Performance assessments shall be prepared on contracts with joint ventures. When the joint venture has a unique Commercial and Government Entity (CAGE) code and Data Universal Numbering System (DUNS) number, a single assessment will be prepared for the joint venture using its CAGE code and DUNS number. If the joint venture does not have a unique CAGE code and DUNS number, separate assessments, containing identical narrative, will be prepared for each participating contractor and will state that the evaluation is based on performance under a joint venture and will identify the contractors that were part of the joint venture.
- (d) In addition to the performance assessments addressed above, the Government will perform other performance assessments necessary for administration of the contract in accordance with other applicable clauses in this contract.

G.8 DOE-G-2008 Non-Supervision of Contractor Employees (OCT 2014)

The Government 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 the Government.