PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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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) Issue Task Orders.


Pursuant to the clause at DEAR 952.242-70 entitled, *Technical Direction*, the Contracting Officer shall designate in writing a 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.


(a) The Contractor shall designate a Program Manager who will be the Contractor’s authorized supervisor for technical and administrative performance of all work hereunder. The Program Manager shall be the primary point of contact between the Contractor and the COR under this contract.

(b) The Program 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.

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 COR for this Contract, and a copy of any such correspondence shall be sent to the U.S. Department of Energy (DOE) Contracting Officer. As used herein, technical correspondence does not include correspondence where patent or rights in data issues are involved, nor technical correspondence that 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 also be provided to the Contracting Officer.

   (2) If no Government Contract Administration Office is designated on Standard Form 33 (Block 24), 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 Contracting Officer. Copies of all such correspondence shall also be provided to the COR.

   (3) Where a Government Contract Administration Office, other than DOE, is designated on either Standard Form 33 (Block 24), or Standard Form 26 (Block 6), 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 Contracting Officer and the COR.

(c) Information regarding correspondence addresses and contact information will be provided through official correspondence:

   (1) **Contract Specialist:**

      (A) U.S. Department of Energy
      Office of Environmental Management
      Attn: To be provided

      (B) Telephone number: To be provided

      (C) Address:
To be provided

(D) Email address: To be provided

(2) Administrative Contracting Officer

(A) U.S. Department of Energy
   Office of Environmental Management
   Attn: To be provided

(B) Telephone number: To be provided

(C) Address:
   To be provided

(D) Email address: To be provided

(3) Contracting Officer’s Representative

(A) U.S. Department of Energy
   Office of Environmental Management
   Attn: To be provided

(B) Telephone number: To be provided

(C) Address:
   To be provided

(D) Email address: To be provided

(4) Intellectual Property Counsel

(A) Patent Attorney
   To be provided

(B) Telephone number: To be provided

(C) Address:
   To be provided

(D) Email address: To be provided

(5) Government Contract Administration Office

(A) U.S. Department of Energy
Office of Environmental Management  
Attn: To be provided

(B) Telephone number: To be provided

(C) Mailing address:  
To be provided

(D) Email address: To be provided


(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,” 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, but are not limited to, any or all of the following at the Government’s discretion: (1) technical/quality, (2) cost control, (3) schedule, (4) management or business relations, and (5) small business subcontracting. Past performance information is available at [http://www.cpars.gov](http://www.cpars.gov). It is recommended that the Contractor take the overview training 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 respond to such requests within fourteen (14) calendar days of the request.

(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.

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.

G.7. **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, project levels and CLIN level. The report shall conform to any content guidance that 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.

G.8. **INVOICING DURING TRANSITION PERIOD ONLY**

During the Transition Period only, the Contractor shall use Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, when requesting payment for work performed under the Contract. The Contractor shall submit vouchers electronically through the DOE Office of Finance and Accounting Payment Services Team 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. A paper copy of a voucher that has been submitted electronically will not be accepted. Billing procedures for the Transition Period will be finalized during the post-award conference, and will be in accordance with all applicable regulations and best practices.