

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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## **SECTION G - CONTRACT ADMINISTRATION DATA**

### **G.01 SUBMISSION OF VOUCHERS/INVOICES**

- (a) For task orders issued by DOE, the Contractor shall submit invoices using the Standard Form 1034 (Public voucher for Purchases and Services Other Than Personal) 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.
- (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.
- (c) The Contractor shall submit invoices (Standard Form 1034) in accordance with FAR 52.232-1 "Payments" (APR 1984).
- (d) In accordance with FAR 52.232-25, Prompt Payment, 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. The Contractor shall invoice the Government monthly (or more frequently if approved by the DCO)
- (e) Any basis for invoice withholding, adjustment or reduction which is discovered after payment will be corrected on subsequent invoices. If the Government discovers such defects, the DCO will notify the Contractor in writing. The DCO's written notification will explain the nature of the basis for withholding, adjustment, or reduction, and will specify the dollar amount of the withholding, adjustment or reduction.
- (f) Additional invoicing instructions may be provided at the task order level.

### **G.02 DESIGNATED CONTRACTING OFFICERS REPRESENTATIVE (DCOR)**

The DCOR will be designated in each individual task order. Specific duties and responsibilities of the DCOR are described in the DCOR's Delegation under each individual task order.

### **G.03 CORRESPONDENCE PROCEDURES**

1. For task orders issued by offices of the U.S. Department of Energy:

To promote timely and effective administration, correspondence submitted under this BOA, and subsequent task orders, shall include the BOA and 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 any task order issued under this BOA) shall be addressed to the DCOR, with an information copy of the correspondence to the DCO established under each task order (see below paragraph (d)). All technical correspondence for the BOA shall be addressed to the CO (see below paragraph (c)).

(b) **Other Correspondence:**

All correspondence, other than technical correspondence, for task orders awarded under the BOA shall be addressed to the DCO, with information copies of the correspondence to the DCOR. All other correspondence related to the BOA shall be addressed to the CO (see below paragraph (c)).

(c) **CO Address.** The CO address is as follows:

ATTN: Chris Lockhart  
U.S. Department of Energy  
Environmental Management Consolidated Business Center  
250 East 5<sup>th</sup> Street, Suite 500  
Cincinnati, OH 45208

(d) **DCO Address:** Shall be identified in each individual task order.

(e) **Technical Reports.** Procedures for technical reports will be specified and described in each individual task order.

2. For orders issued by authorized U.S. Department of Energy Contractors:

For orders issued by U. S. DOE authorized Contractors, correspondence procedures shall be as specified in individual subcontracts. For orders issued by U. S. DOE authorized contractors, the following terms and phrases which appear in this BOA shall be interpreted relative to the individual order to read as follows:

a. U.S Department of Energy, Department of Energy, DOE, the Government, or any other term or phrase intended to refer to the U.S. Department of Energy or the United States of America, shall be construed to mean the contractor or other entity placing the order.

b. Designated Contracting Officer, Designated Contracting Officer's Representative,

DOE-DCOR, and any other term or phrase intended to refer to an authorized representative of the United States Department of Energy or the United States of America shall be construed to mean “authorized representative” of the contractor or other entity placing the order.

**G.04 DEFECTIVE OR IMPROPER INVOICES**

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

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**G.05 SHIPMENT DELIVERY SCHEDULER**

The Contractor’s Shipment Delivery Scheduler for this BOA is listed below.

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**G.06 DEFINITIONS**

The following special definitions are applicable to this contract:

*Contracting Officer (CO)* –The person with the authority to enter into contracts as defined in FAR 2.101 and who is responsible for this BOA as a whole.

For orders placed by the Government, use the following definitions:

*Designated Contracting Officer (DCO)* - The person with the authority to enter into contracts as defined in FAR 2.101 and who is responsible for a specific task order issued under this BOA. The DCO shall be identified in each individual task order.

*Designated Contracting Officer’s Representative (DCOR)* – The DCO’s designated representative whose responsibilities apply to a specific task order issued under this BOA and who is specified in the task order. The extent of the DCOR’s authority is defined in the Section I Clause “Technical Direction”.

For orders placed by DOE Prime Contractors or Subcontractors to the DOE Prime Contractor as defined in Section H substitute the following definitions:

*Contractual Representative* - For task orders (subcontracts) issued by authorized DOE Prime Contractors or Subcontractors to a DOE Prime Contractor in accordance with Section Hof this BOA, the person with the necessary corporate authority to enter into a

subcontract binding the corporation, who is responsible for the specific task order (subcontract) issued pursuant to the terms of this BOA and who is identified in the task order (subcontract). This person is not a warranted Government contracting officer exercising the rights and authorities as defined in FAR 2.101 on behalf of the Government or DOE.

*Technical Representative* - For task orders (subcontracts) issued by authorized DOE prime contractors or Subcontractors to a DOE Prime Contractor in accordance with Section H of this BOA, the contractual representative's technical representative whose responsibilities apply to the specific task order (subcontract) issued pursuant to the terms of this BOA and who is identified in the task order (subcontract). This person is not acting on or behalf of the government or the contracting officer.

*DOE Prime Contractor* – DOE Prime Contractor as used in the Section H of this BOA, is a contractor that has a contract with the Department of Energy separate from this BOA. The term “DOE Prime Contractor” for purposes of Clause H.8 does not mean the entity to which this BOA was issued by the Department of Energy.

*Subcontractor to a DOE Prime Contractor* – Subcontractor to a DOE Prime Contractor as used in Clause H.8 is a subcontractor that has a subcontract with a DOE Prime Contractor separate from this BOA. The term “Subcontractor to a DOE Prime Contractor” for purposes of Clause H.8 does not mean the entity to which this BOA was issued by the Department of Energy.

*Context of clauses and provisions* – Whenever it is necessary to make the clauses fit the context of a task order (subcontract) issued by a DOE Prime Contractor or Subcontractor to a DOE Prime Contractor in accordance with Section H of this BOA and to derive proper meaning in a task order (subcontract) situation, the terms “DOE”, “Government” and “Contracting Officer” shall mean the Prime Contractor or Subcontractor to a DOE Prime Contractor, except the terms “DOE”, “Government” and “Contracting Officer” do not change: (1) in the phrases “Government Property”, “Government-Furnished Property”, “Government Equipment” and “Government-Owned Equipment”, or where otherwise intended that title ownership or rights are to remain with the Government; or (2) where statute or regulation vests authority exclusively in specific agencies or officials; or (3) unless otherwise specifically modified in the task order (subcontract) and consented to by the CO.