

**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 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 with an information copy of the correspondence to the DOE Contracting Officer's Representative (COR).

(b) Patents Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Patent Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office in care of Gary Drew, Assistant Chief Counsel for Intellectual Property, One Cyclotron Road MS90-1023, Berkeley, CA, 94720, with copies to the:

TBD  
Assistant Chief Counsel for the Office of River Protection,  
2440 Stevens Center  
Richland, WA, 99354

TBD  
Contracting Officer  
2440 Stevens Center  
Richland, WA, 99354

TBD  
Contracting Officer's Representative  
2440 Stevens Center  
Richland, WA, 99354

(c) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

“SUBJECT: CONTRACT NO. DE-EM000XXXX”

(Insert subject topic after contract number, e.g., “Request for Subcontract Consent”).

(d) Electronic Media for Reports/Plans/Documents. All required reports, plans, and other documents shall be submitted to DOE electronically, and upon request by the DOE CO or the DOE COR, in hard copy form. The Contractor will prepare the requested reports and documents via site standard software and provide a copy on diskette or Compact Disk (CD-R, CD-RW) as required by the size of the document. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language (HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other software is used, the documents shall be scanned and then provided on diskette or Compact Disk. Electronic data shall be available within five days of the DOE request.

(e) 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. The Contractor shall use the COR as the point of contact on technical matters, subject to the restrictions of the clause in Section I entitled "DEAR 952.242-70 Technical Direction (DEC 2000)."

(f) DOE Contracting Officer Address.  
United States Department of Energy  
Office of River Protection  
P.O. Box 450, MSIN H6-60  
Richland, WA 99352  
Attention: TBD  
Email at: TBD

(g) DOE Contracting Officer's Representative Address.  
United States Department of Energy  
Office of River Protection  
P.O. Box 450, MSIN H6-60  
Richland, WA 99352  
Attention: TBD  
Email at: TBD

## **G.02 BILLING INSTRUCTIONS**

(a) Contractors 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. 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. The invoice must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price element and program value level of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.
- (c) For Fixed Price CLINs 00001, 00002, 00005, 00008, and 00011, the Contractor shall submit invoices (Standard Form 1034) in accordance with FAR 52.232-1 "Payments" (APR 1984).
- (d) For Labor-Hour CLINs 00004, 00007, 00010, and 00013, the Contractor shall submit invoices (Standard Form 1034) that include:
- i. 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.
  - ii. The invoice must include a certification statement signed by a responsible official of the Contractor.
- (e) 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.
- (f) For Award Fee CLINs 00003, 00006, 00009, and 00012, the amount of annual award fee earned by the Contractor, if any, shall be unilaterally determined by the Fee Determining Official (FDO) in accordance with the Performance Evaluation & Measurement Plan (PEMP). Upon the FDO's determination, the CO shall notify the Contractor in writing regarding the amount of award fee earned, if any, and the Contractor shall submit an invoice to the Government for this amount.

- (g) 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 CO will notify the Contractor in writing. The CO'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.

**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 >**