

SECTION G

CONTRACT ADMINISTRATION DATA

G-1 MODIFICATION AUTHORITY

Notwithstanding any of the other provisions of this contract, a Contracting Officer shall be the only individual on behalf of the Government authorized to:

- a. Accept nonconforming work;
- b. Waive any requirement of this contract; or
- c. Modify any term or condition of this contract.

G-2 CONTRACTING OFFICER'S REPRESENTATIVE (COR) AND TECHNICAL MONITOR (TM)

Performance of this work under this contract shall be subject to the technical direction of the Contracting Officer's Representative (COR) and/or the Technical Monitor (TM). The COR will be designated by the Contracting Officer. The TM will also be designated by the Contracting Officer. The designations will be posted in the CO/COR/TM Table, which can be viewed at <http://www2.hanford.gov/coads/>, and will include the COR's and/or the TM's authority, responsibility, and limitations.

G-3 DEAR 952.242-70 TECHNICAL DIRECTION (DEC 2000)

(a) Performance of this work under this contract shall be subject to the technical direction of the Contracting Officer's Representative (COR). The term "technical direction" is defined to include, without limitation:

- (1) Providing direction to the contractor that redirect the contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual Statement of Work.
- (2) Providing written information to the Contractor that assists in the interpreting drawings, specifications, or technical portions of the work description.
- (3) Reviewing and, where required by the contract, approving, technical reports, drawings, specifications and technical information to be delivered by the contractor to the Government.

(b) The contractor will receive a copy of the written COR designation from the contracting officer. It will specify the extent of the COR's authority to act on behalf of the contracting officer.

(c) Technical direction must be within the scope of the work stated in the contract. The COR does not have the authority to, and may not, issue any technical direction that:

- (1) Constitutes an assignment of additional work outside the Statement of Work;
 - (2) Constitutes a change as defined in the contract clause entitled "Changes";
 - (3) In any manner causes an increase or decrease in the total estimated contract cost, the fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions or specifications of the contract; or
 - (5) Interfaces with the contractor's right to perform the terms and conditions of the contract.
- (d) All technical directions shall be issued in writing by the COR.
- (e) The Contractor must proceed promptly with the performance of technical direction duly issued by the COR in the manner prescribed by this clause and within its authority under the provisions of this clause. If, in the opinion of the contractor, any instruction or direction by the COR falls within one of the categories defined in (c)(1) through (c)(5) of this clause, the contractor must not proceed and must notify the Contracting Officer in writing within five (5) working days after receipt of any such instruction or direction and must request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the contractor, the Contracting Officer must:
- (1) Advise the contractor in writing within thirty (30) days after receipt of the contractor's letter that the technical direction is within the scope of the contract effort and does not constitute a change under the Changes clause of the contract; or
 - (2) Advise the contractor in writing within a reasonable time that the Government will issue a written change order; or
 - (3) Advise the contractor in writing within a reasonable time not to proceed with the instruction or direction of the COR.
- (f) A failure of the contractor and Contracting Officer either to agree that the technical direction is within the scope of the contract or to agree upon the contract action to be taken with respect to the technical direction will be subject to the provisions of the clause entitled "Disputes."

G.4 CORRESPONDENCE PROCEDURES (JUL 2001)

To promote timely and effective administration, correspondence submitted under this contract shall contain a subject line commencing with the contract number, contractor's name and topic. If no Government Contract Administration Office is designated on the face page of this contract, all correspondence shall be subject to the following procedures:

(a) Technical Correspondence.

Technical correspondence (as used herein, 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 Program Manager, COR, or other duly

authorized Government representative, with an information copy of the correspondence to the Contract Specialist. The point of contact for technical correspondence is:

DOE Program Manager, COR or other duly authorized Government representative:

Rick Wible
U.S. Department of Energy
Richland Operations Office
825 Jadwin Ave, A6-39
Richland, WA 99352
Phone: 509-373-6688
Facsimile: 509-373-6100
Richard_A_(Rick)_Wible@rl.gov

(b) Other Correspondence.

Other than technical correspondence shall be addressed to the Contracting Officer and the Contract Specialist with information copies of the correspondence to the Contracting Officer's Representative and to the Patent Counsel (if patent or technical data issues are involved). The contractor shall use the Contract Specialist as the focal point of contact. The Contracting Officer and Contract Specialist's names, addresses, phone numbers, fax numbers, and email addresses are as follows:

Contracting Officer:

Theodore N. Turpin, Jr.
U.S. Department Of Energy
Richland Operations Office
825 Jadwin Avenue, A7-80
Richland, WA 99352
Phone: 509-376-5300
Facsimile: 509-376-5378
Theodore_N_Jr_Turpin@rl.gov

Contract Specialist

Richard J. Hague
U.S. Department Of Energy
Richland Operations Office
825 Jadwin Avenue, A7-80
Richland, WA 99352
Phone: 509-373-3352
Facsimile: 509-376-5378
Richard_J_Hague@rl.gov

[End of Clause]

G.5 BILLING INSTRUCTIONS (JUL 2001)

- (a) The following instructions are provided for the use by the contractor in the preparation and submission of vouchers requesting reimbursement for work performed on negotiated cost-type contracts. The submission of vouchers will reduce correspondence and other causes for delay to a minimum and will assure prompt payment to the contractor.

- (b) In requesting reimbursement, contractors shall use the Government voucher Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal. The Standard Form 1034 may be accessed at <http://procure.msfc.nasa.gov/msfc/forms/forms.html>. A certified summary sheet, as shown in paragraph (e) below, shall accompany the SF 1034.
- (c) The contractor shall submit the original SF 1034 voucher plus two copies. The contractor shall also provide one copy of support documentation for travel costs incurred. Distribution of the vouchers shall be as follows:

<u>Send Original to:</u>	OR	<u>Express Courier Address:</u>
U. S. Department of Energy Oak Ridge Financial Services Center ATTN: Diane Ivey P. O. Box 4307 Oak Ridge, TN 37831		U. S. Department of Energy Oak Ridge Financial Services Center - RL ATTN: Diane Ivey 200 Administration Road Oak Ridge, TN 37831 (865) 241-5073

<u>Send Copies to:</u>	AND	
U. S. Department of Energy Richland Operations Office ATTN: Rich Hague 825 Jadwin Avenue P.O. Box 550, MS A7-80 Richland, WA 99352 (509) 373-3352 Fax (509) 376-5378		U. S. Department of Energy Richland Operations Office ATTN: Rick Wible 825 Jadwin Avenue P.O. Box 550, MS A6-38 Richland, WA 99352 (509) 373-6688 Fax (509) 373-6100

(d) Each voucher submitted shall include the following:

- Contract number
- (2) contractor name;
- (3) date of voucher;
- (4) invoice number;
- (5) total amount of voucher;
- (6) period covered or items delivered; and
- (7) cumulative amount invoiced to date
- (8) and certification:

CERTIFICATION: I certify that this voucher is correct and in accordance with the terms of the contract and that the costs included herein have been incurred, represent the payments made by the contractor except as otherwise authorized in the payment provisions of the contract, and properly reflect the work performed.

(Signature) _____
(Title)

[End of Clause]