

PART I - THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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PART I - THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this contract shall include the contract number and shall be subject to the following procedures:

- (a) Technical Correspondence: Technical correspondence shall be addressed to the DOE Contracting Officer's Representative (COR) with an information copy addressed to the DOE Contracting Officer (when 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).
- (b) Other Correspondence: All other correspondence shall be addressed to the DOE Contracting Officer with information copies of the correspondence to the COR and the DOE Patent Counsel (where patent or technical data issues are involved).

G.2 CONTRACT ADMINISTRATION

The correspondence address of the DOE Contracting Officer is:

River Corridor Contract, Contracting Officer
U.S. Department of Energy
Richland Operations Office
Office of Procurement Services, MSIN A7-80
P.O. Box 550
Richland, WA 99352

The CO will designate in writing the name and correspondence address of the COR who is the only individual (outside of the Contracting Officer) that may give technical direction in accordance with the Section I clause entitled *DEAR 952.242-70 Technical Direction*.

G.3 BILLING INSTRUCTIONS

- (a) The Contractor shall provide periodic electronic invoices (or data supporting payments cleared financing arrangement drawdowns) and cost accrual and accrual reversal records to DOE. Within the electronic invoice submission, the contractor shall provide all invoice data elements required to: a) determine that all costs invoiced by the Contractor were necessary and reasonable per the terms and conditions of the Contract; and b) properly record all contract costs and payments in the DOE accounting system. This includes, but is not limited to: Work Breakdown Structure (WBS) numbers, Budget and Reporting Classification (BRC) numbers, fund-type, Project Baseline Summaries (PBS) numbers, the fiscal year the funds were provided, the DOE project/task number, Object Classes, Cost Elements, Resource types, and plant and capital equipment line item number (if applicable).
- (b) Upon request, the Contractor shall also provide written documentation to support the electronic invoices to the DOE Contracting Officer or designee at the address identified in Section G.2.

- (c) Original invoices for interim fee shall be submitted to the designated paying office with copies to the CO and the COR. Original and copies of invoices are to be submitted at the same time and by the same method. Following are direct mail and express courier addresses for the paying office:

Direct Mail Address:

U. S. Department of Energy
Oak Ridge Financial Services Center
P. O. Box 4307
Oak Ridge, TN 37831

Express Courier Address:

U. S. Department of Energy
Oak Ridge Financial Services Center
200 Administration Road
Oak Ridge, TN 37831
(865) 241-5073

G.4 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 non-conforming work;
- (b) Waive any requirement of this contract; or
- (c) Modify any term or condition of this contract.

G.5 REPRESENTATIONS AND CERTIFICATIONS

The Representations, Certifications, and Other Statements of Offerors, submitted with the Contractor's latest offer, are hereby incorporated into this Contract by reference.

G.6 REPORTS AND DELIVERABLES

The following requirements apply to submission of all data deliverables:

- (a) The Contractor shall ensure that all data deliverables are as follows:
 - (1) Legible, sequentially numbered, and securely bound; and
 - (2) Clear, concise English using precise technical writing.
- (b) The Contractor shall prepare and submit reports as follows:
 - (1) Title page or cover sheet that identifies author, deliverable(s), and date; and
 - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text).
- (c) The Contractor shall submit deliverables, as follows:
 - (1) One reproducible hard copy with attachments and enclosures to the Contracting Officer;
 - (2) Three reproducible hard copies with attachments and enclosures and one electronic copy of all to the COR;

- (3) One reproducible hard copy with attachments and enclosures to the DOE-RL Correspondence Control; and
 - (4) All electronic files shall be editable and have all functions normally available in the software for which the data was originally generated. Electronic files will be complete and consist of all data used or developed by the Contractor to generate the submission. The Contractor shall also provide a list of the electronic files included in the submission, documenting the specific deliverable for which the electronic files pertain, and the software and version used. In the event that the Contractor uses an internal proprietary software package, a copy of it shall be provided to DOE-RL.
- (d) The Contractor shall maintain configuration control over changes to information provided to the Contractor by DOE-RL or Government contractors, including but not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using the Contractor's established policies and procedures. The Contractor shall assign its own identifying number to information that it either creates or changes.