

|                                       |                                    |                                  |                                |
|---------------------------------------|------------------------------------|----------------------------------|--------------------------------|
| 2. AMENDMENT/MODIFICATION NO.<br>0026 | 3. EFFECTIVE DATE<br>See Block 16C | 4. REQUISITION/PURCHASE REQ. NO. | 5. PROJECT NO. (If applicable) |
|---------------------------------------|------------------------------------|----------------------------------|--------------------------------|

|  |      |       |   |      |       |
|--|------|-------|---|------|-------|
| 6. ISSUED BY<br>EMCBC<br>U.S. Department of Energy<br>EM Consolidated Business Center<br>250 E. 5th Street, Suite 500<br>Cincinnati OH 45202 | CODE | 03001 | 7. ADMINISTERED BY (If other than Item 6)<br>Richland Operations Office<br>U.S. Department of Energy<br>Richland Operations Office<br>P.O. Box 550, MSIN A7-80<br>Richland WA 99352 | CODE | 00601 |
|--|------|-------|---|------|-------|

|  |               |   |
|--|---------------|---|
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br>HPM CORPORATION<br>Attn: LAURA MILLS<br>4304 W. 24TH AVE.<br>SUITE 100<br>KENNEWICK WA 99382320 | (x)           | 9A. AMENDMENT OF SOLICITATION NO.                       |
|  |               | 9B. DATED (SEE ITEM 11)                                 |
|  | x             | 10A. MODIFICATION OF CONTRACT/ORDER NO.<br>DE-EM0002043 |
|  |               | 10B. DATED (SEE ITEM 13)<br>06/08/2012                  |
| CODE 012911892   | FACILITY CODE |   |

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

|           |   |
|-----------|---|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  |
|           | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
| X         | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:<br>FAR 43.103(a) Mutual Agreement of the Parties   |
|           | D. OTHER (Specify type of modification and authority)   |

**E. IMPORTANT:** Contractor  is not.  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
Tax ID Number: 91-2131802  
DUNS Number: 012911892  
Occupational Medical Services for DOE Hanford Site.

1. The purpose of this modification is to change Section G .1(e), Correspondence Procedures, requiring that all correspondence, deliverables, and reports to the DOE Richland Operations Office (DOE-RL) or the Office of River Protection (DOE-ORP) be transmitted through the use of the DOE automated records system, the Integrated Document Management System (IDMS); and update Section G.2 Submission of Vouchers/Invoices, to provide the current hyperlink to the Vendor Inquiry Payment Electronic Reporting System (VIPERS).

Continued ...  
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|  |   |
|--|---|
| 15A. NAME AND TITLE OF SIGNER (Type or print)                                  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br>John J. Wiltshire                     |
| 15B. CONTRACTOR/OFFEROR<br><br><i>(Signature of person authorized to sign)</i> | 15C. DATE SIGNED  |
|  | 16B. UNITED STATES OF AMERICA<br>Signature on File<br><br><i>(Signature of Contracting Officer)</i> |
|  | 16C. DATE SIGNED<br>06/16/2014  |

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DE-EM0002043/0026

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NAME OF OFFEROR OR CONTRACTOR  
HPM CORPORATION

| ITEM NO.<br>(A) | SUPPLIES/SERVICES<br>(B)  | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
|                 | <p>2. This is a zero dollar modification.</p> <p>3. All other terms and conditions remain unchanged.</p> <p>LIST OF CHANGES:<br/>Reason for Modification : Supplemental Agreement for work within scope<br/>Total Amount for this Modification: \$0.00<br/>New Total Amount for this Version: \$0.00<br/>New Total Amount for this Award: \$101,377,356.34<br/>Payment:<br/>    OR for Richland<br/>    U.S. Department of Energy<br/>    Oak Ridge Financial Service Center<br/>    P.O. Box 4307<br/>    Oak Ridge TN 37831<br/>Period of Performance: 10/01/2012 to 09/30/2018</p> |                 |             |                   |               |

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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## SECTION G

### CONTRACT ADMINISTRATION DATA

#### G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, all correspondence, reports and other documents submitted under this contract shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the Department of Energy (DOE) Contracting Officer's Representative (COR) with an information copy of the correspondence to the Contracting Officer (CO). Technical correspondence pertains to issues relating to work effort of the contract (i.e. requests interpretation of contractual requirements for performance) or requests approval of reports, drawings or other work products.
- (b) Patents/Technical Data Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Assistant Manager for Legal Support/Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Intellectual Property Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office with a copy to the Environmental Management Consolidated Business Center (EMCBC) Office of Legal Services, the CO and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:  
  

**“SUBJECT: CONTRACT NO. DE-EM0002043”**  
**(Insert subject topic after contract number, e.g., “Request for Subcontract Consent”).**
- (e) All correspondence, deliverables, and reports to the DOE Richland Operations Office (DOE-RL) or the Office of River Protection (DOE-ORP) shall be transmitted through the use of the DOE automated records system, the Integrated Document Management System (IDMS).

#### G.2 SUBMISSION OF VOUCHERS/INVOICES

- (a) VIPERS. Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) 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. To obtain access to and 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. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the Contractor. Do not submit a paper copy of the voucher.

- (b) Firm Fixed Price and Cost Invoices. Contractors will use Standard Form 1034 *Public Voucher for Purchases and Services Other Than Personal* located at <http://www.gsa.gov/portal/forms/type/SF> when requesting reimbursement for the services performed under this contract. The Contractor shall submit invoices in accordance with the FAR payment clause in Section I of the contract. The Contractor may submit invoices, with supporting documentation, monthly for the cost reimbursable contract items or task order (if applicable). For the Cost Reimbursable Billing Costs, the voucher must include a statement of cost and supporting documentation for services rendered for the cost reimbursable items specified in Section B. This statement should include, as a minimum, a breakout by cost or price element or task order (if applicable) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract. Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract. Costs claimed for reimbursement on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended.

Contractors may submit requests for Contract Financing Payments in accordance with FAR clause 52.232-16 Progress Payments (Aug 2010) for the fixed price services contract line items or task order (if applicable). For the Firm Fixed Price Billing Costs, the voucher must include an amount for the invoicing period that is representative of the services provided for the fixed price items specified in Section B.

The Contractor is required to submit Program Performance Reports (PPR, reference section E-6) on a monthly basis reconciled to the monthly invoice submitted for payment. The PPR period must match that of the invoice period and must be received by DOE at the same time as the submission of the monthly invoice.

The Contractor shall implement the Office of Management and Budget (OMB) Memorandum M-12-16, dated July 11, 2012, Providing Prompt Payment to Small Business Subcontractors, by providing payments to applicable small business subcontracts within 7 calendar days after receiving payment from the Government.

- (c) Fee Invoices. The Contractor may submit invoices for annual fee payments based on DOE's fiscal year calendar concurrent with the PPRs. Fee payment(s) will be made after the CO determines whether adjustments/reductions are necessary.
- (d) 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, as well as specify the dollar amount of the withholding, adjustment or reduction.

- (e) Nothing in this provision shall affect the rights of either the Government or the Contractor under the Section I clause entitled FAR 52.232-25, "Prompt Payment," of this contract. The Government may notify and/or initiate withholding, adjustment, or reduction any time prior to final payment under this contract.

### **G.3 DOE CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The Contracting Officer's Representative(s) will be designated by separate letter and will represent the CO in the technical phases of the work. A copy of this designation letter shall be furnished to the Contractor. The COR is not authorized to change any of the terms and conditions of this contract. Changes in Section C will be made only by the CO by properly written modification(s) to the contract. Additional COR's for other purposes as required may be designated in writing by the CO.

### **G.4 CONTRACT ADMINISTRATION**

- (a) The name and correspondence address of the Department of Energy (DOE) Contracting Officer (CO) is:

John J. Wiltshire, Contracting Officer  
U.S. Department of Energy  
Procurement Division  
P.O. Box 550 - MSIN A7-80  
Richland, WA 99352

Written communication shall make reference to the contract number and shall be mailed to the Contract Specialist designated via separate correspondence to the above address.

- (b) The name and correspondence address of the DOE Contracting Officer's Representative (COR) is:

Darius J. Slade, Contracting Officer Representative  
U.S. Department of Energy  
Site Services Division  
P.O. Box 550 - MSIN A2-15  
Richland, WA 99352

Performance of the work under this contract shall be subject to the technical direction of DOE COR(s) in accordance with the Section H clause entitled, DEAR 952.242-70, Technical Direction. Any change in any DOE COR may be made administratively by letter from the CO consistent with Section H clause entitled, DEAR 952.242-70, Technical Direction.

- (c) The designated paying office for direct payment invoices under the contract is:

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.5 CONTRACTOR'S POINT OF CONTACT**

The Contractor shall provide to the CO, COR, and the DOE Richland Occupational Medicine Program Manager the name or names of the responsible person or persons authorized to act for the Contractor, and in what capacity. The list shall be updated whenever changes occur.

**G.6 DOE-G-1005 OBSERVANCE OF LEGAL HOLIDAYS**

(a) The on-site Government personnel observe the following holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

**G.7 DEFECTIVE OR IMPROPER INVOICES**

Invoices not conforming to paragraph (a)(4) of contract clause FAR 52.232-25, Prompt Payment shall be deemed improper and thus defective. The Contractor shall provide the name or names (where practicable), title, phone number, office name, and complete mailing address of officials of the Contractor to be notified when the Government receives a defective or improper invoice to the Contracting Officer.