

**Section G**

**Contract Administration Data**

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**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 (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 DOE Contracting Officer and correspondence address is:

Cloette B. Reid, Contracting Officer  
U.S. Department of Energy  
Office of River Protection  
MSIN H6-60  
P.O. Box 450  
Richland, WA 99352

The contractor will be notified in writing of the name and correspondence address of the Contracting Officer's Representative (COR) who is the only individual (outside of the Contracting Officer) that may give technical direction. There shall be only one individual designated as a COR under this contract.

**G.3 BILLING INSTRUCTIONS**

- (a) Invoices: Invoices shall be submitted in triplicate (original and two copies), in accordance with the following:
  - (1) Original and copies of invoices shall be submitted simultaneously. Invoices not simultaneously received by all addressees may be rejected or have payment delayed.
  - (2) In addition to the information required by the Section I Clause entitled, *Prompt Payment* (FAR 52.232-25), the following information must be included on each invoice:
    - (i) Budget and Reporting (B&R) Breakout (if required).
    - (ii) Cost Center Code .
  - (3) Original invoice shall be submitted to the paying office at either the postal address or express courier address, as follows:

PAYING OFFICE - POSTAL ADDRESS:

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

**PAYING OFFICE - EXPRESS COURIER ADDRESS:**

U.S. Department of Energy  
Oak Ridge Financial Service Center  
200 Administration Road  
Oak Ridge, TN 37830  
(Phone No. 423-241-5073)

- (4) One copy of each invoice submitted to the COR and CO at the addresses in G.2, as appropriate:

**G.4 ESTIMATED BILLING**

The contractee shall provide a monthly estimate of the cumulative fiscal year-to-date and contract-to-date total costs incurred through the calendar month end, including costs that have not yet been invoiced. This information is required by email (preferred), fax, or mail by the 20<sup>th</sup> of each month. This information is required for each contract release until all payments are received and the contract is complete.

The contractor shall also provide the cumulative cost invoiced to DOE from the inception of the contract, and from inception of the current Government fiscal year, on each of its invoices submitted to DOE.

**G.5 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.

**G.6 MODIFICATION AUTHORITY**

As stated above and 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.7 REPRESENTATIONS AND CERTIFICATIONS**

The Representations and Certifications for this contract as completed by the Contractor and dated to be inserted upon contract award, are hereby incorporated into this contract by reference.