

Section G

Contract Administration Plan

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G.1 Contract Administration

The DOE Contracting Officer and correspondence address is:

Stacie L. Sedgwick, Contracting Officer
U.S. Department of Energy
Richland Operations Office
Procurement Division, MSIN A7-80
P.O. Box 550
Richland, WA 99352

G.2 Billing Instructions

a. Invoices

The Contractor shall submit to the Government a monthly invoice that contains the following information:

Claim Number
Employee Name
Contractor/Subcontractor
Type of Claim (indemnity/medical only)
B-3, Price for each claim as applicable
Reimbursable Expenses (include a copy of Contracting Officer/Designee direction letter)
Payments made to claimant

The Contractor shall submit invoices to the following offices:

Originals are to be submitted as follows:

ORIGINAL TO: Department of Energy
Oak Ridge Financial Service Center
P.O. Box 4307
Oak Ridge, TN 37831

EXPRESS COURIER ADDRESS: Department of Energy
Oak Ridge Financial Service Center - RL
200 Administration Road
Oak Ridge, TN 37830

Copies are to be submitted as follows:

COPY TO: Department of Energy
Procurement Division
P.O. Box 550 - MS A7-80
Richland, WA 99352

EXPRESS COURIER ADDRESS: Department of Energy
Procurement Division
825 Jadwin Avenue - MS A7-80
Richland, WA 99352

Original and copies of invoices are to be transmitted simultaneously, by the same carrier method. Invoices not simultaneously submitted to all addressees may be rejected or have payment delayed.

G.3 Modification Authority

As stated above and notwithstanding any of the other provisions of this Contract, the 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; and/or
- c. modify any term or condition of this Contract.