

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION PLAN

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G.1 CONTRACT ADMINISTRATION

The DOE Contracting Office and correspondence address is:

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Richland Operations Office
Procurement Division
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Richland, WA 99352
Marcy.Aplet-Zelen@rl.doe.gov

Phone: 509-376-8510

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G.2 RL-G-1001 SUBMISSION OF REQUEST FOR PAYMENT - SUPPLIES OR SERVICES

The Contractors will use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting payment for supplies or services rendered.

Contractors must submit invoices electronically through the Oak Ridge Financial Service Cent's (ORFSC) Vender Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allow vendors to submit invoices, attach supporting documentation and check the payment status of any invoice submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of invoice 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 invoice.

- a. Invoices for CLIN0001-CLIN0009 and CLIN0012

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

1. Claim Number
2. Employee Name
3. Site Contractor/Subcontractor the employee filed the claim under
4. Date the TPA Contractor received the claim
5. Claim Type
6. Total unit price
7. Previous invoice number (if costs were invoiced previously)
8. Percentage of unit price being requested

9. Amount due
10. Comments Section (new claim, closed, re-opening, changed from medical claim to indemnity etc.)
11. Date of injury
12. Body part

Copies are to be submitted electronically to the COR

b. Invoices for CLIN0010 - EEOICPA

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

1. Claim number
2. Claimants Name
3. Number of pages
4. Minutes used to perform the work

The invoice for CLIN0010 shall be due to DOE-RL no later than the 9th of every month. Invoices not simultaneously submitted to all specified recipients may be rejected or have payment delayed.

c. Invoices for CLIN0011 – Contractor Travel Expenses

The Contractor shall submit to the Government, in accordance with Federal Travel Regulations, on an as needed basis.

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
- c. modify any term or condition of this Contract.

G.4 DEAR 952.242-70 TECHNICAL DIRECTION (DEC 2000)

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

1. Providing direction to the contractor that redirects 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 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 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. Interferes with the contractor's right to perform the terms and conditions of the contract.
- d. All technical direction 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;

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.5 ADMINISTRATIVE REPORTING REQUIREMENTS

Required or otherwise requested documentation (reports, analysis, invoices, etc.) shall be sent electronically to a designated mail box (i.e. sample@rl.doe.gov) provided by DOE-RL after contract award.