

PART I - SCHEDULE

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PART I - SCHEDULE**SECTION G
CONTRACT ADMINISTRATION DATA****G.1 CORRESPONDENCE PROCEDURES (OCT 2004)**

All correspondence submitted by the Contractor (except for invoices and reports) shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the DOE Contracting Officer's Representative (COR), with an information copy of the correspondence to the DOE Contract Specialist.
- (b) Patents/Technical Data/ Intellectual Property Correspondence. Correspondence concerning patent and technical data issues shall be addressed to the Assistant Chief Counsel for Intellectual Property, Office of Chief Counsel, U. S. Department of Energy, Post Office Box 2001, Oak Ridge, TN, 37831-8751, with an informational copy to the Contract Specialist and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the Contract Specialist designated in the clause in Section G entitled "Contract Administration," with information copies of the correspondence to the DOE COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

"SUBJECT: Contract No. DE-AC05-06OR23100, (Insert subject after contract number, e.g., Request for subcontract placement consent)."

G.2 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MAY 1997)

The Contracting Officer's Representative (COR) will be designated by separate letter and will represent the Contracting Officer 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 the Scope of Work will be made only by the Contracting Officer by properly written modification(s) to the contract. Additional CORs for other purposes as required may be designated in writing by the Contracting Officer.

G.3 CONTRACT ADMINISTRATION (MAY 1997)

The contract will be administered by:

U.S. Department of Energy
Oak Ridge Office
Procurement and Contracts Division
ATTN: _____, Contract Specialist
P.O. Box 2001
Oak Ridge, Tennessee 37831

Written communication shall be mailed to the Contract Specialist at the above address. The Contract Specialist shall be identified via separate correspondence.

G.4 PAYMENT OF BASE FEE AND AWARD FEE (NOV 2004)

Base Fee – The Government will make payment of the base fee, if any, in substantially equal monthly increments. The amount payable shall be subject to any withholdings as may be provided for elsewhere in this contract.

Award Fee – The Government will promptly make payment of any award fee after evaluation at the conclusion of each specified evaluation period. Payment shall be made without the need for a contract modification.