

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 1352.201-70 CONTRACTING OFFICER'S AUTHORITY (MAR 2000)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract terms and conditions, including price.

(End of clause)

G.2 1352.201-71 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) (FEB 2005)

a. Anita Wallgren is hereby designated as the Contracting Officer's Technical Representative (COTR). The COTR may be changed at any time by the Government without prior notice to the Contractor by a unilateral modification to the Contract. The COTR is located at:

NTIA/OTIA Room 4809
14th and Constitution Ave. N.W.
Washington, DC 20230
awallgren@ntia.doc.gov

b. The responsibilities and limitations of the COTR are as follows:

(1) The COTR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

(2) The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the Contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior authorization of the Contracting Officer (CO). The CO may designate assistant or alternate COTR(s) to act for the COTR by naming such assistant/alternate(s) in writing and transmitting a copy of such designation to the Contractor.

(End of clause)

G.3 1352.216-76 PLACEMENT OF ORDERS (MAR 2000)

The Contractor shall provide services under this Contract only as directed in Task Orders. In accordance with FAR 16.505, each order will include:

- (i) Date of order.
- (ii) Contract number and order number.
- (iii) Item number and description, quantity, and unit price or estimated cost or fee.
- (iv) Delivery or performance date.
- (v) Place or delivery or performance (including consignee).
- (vi) Packaging, packing, and shipping instructions, if any.
- (vii) Accounting and appropriation data.
- (viii) Method of payment and payment office, if not specified in the contract.
- (ix) Any other pertinent information.

In accordance with FAR 52.216-18, ORDERING, the following individuals (or activities) are authorized to place orders against this contract:

Contracting Officer

(End of clause)

G.4 Submission of Invoices

DG1335-07-CQ-0054

**SECTION G
CONTRACT ADMINISTRATION DATA**

A proper invoice is to include the information required by FAR 52.232-25, Prompt Payment. One original invoice shall be submitted to:

NIST Accounts Payable Office
100 Bureau Drive - M/S 1621
Bldg. 101, Room A836
Gaithersburg, MD 20899

One copy shall be submitted to the CO at the address provided in Block 5 of the SF 26 and one copy to the COTR at the address provided in Section G of this contract.

G.5 Subcontracting Reporting

FAR 19.704 (a)(10) requires that your company (i) Cooperate in any studies or surveys as may be required; (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan; (iii) Submit Individual Subcontracting Reports and Summary Subcontract Reports; and (iv) Ensure that its subcontractors agree to submit these reports.

The Contractor shall submit the following subcontracting reports electronically via the "Electronic Subcontracting Reporting System (eSRS)" at <http://www.esrs.gov>:

<u>Calendar Period</u>	<u>Report Due</u>	<u>Date Due</u>
10/01-03/31	Individual Subcontracting Report	04/30
04/01-09/30	Individual Subcontracting Report	10/30
10/01-09/30	Summary Subcontracting Report	10/30

G.6 Subcontracting Plan

The Contractor's subcontracting plan, dated August 1, 2007, is a material part of this contract and is included as a SECTION J Attachment to this contract.