

## SECTION G

### CONTRACT ADMINISTRATION DATA

#### G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this Contract shall include the Contract number and be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence (as 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) shall be addressed to the U.S. Department of Energy (DOE) Office of River Protection (ORP) Contracting Officer's Representative (COR) or Technical Monitor, with an information copy addressed to the DOE-ORP Contracting Officer and DOE-ORP Correspondence Control.
- (b) Other Correspondence. All other correspondence shall be addressed to the Contracting Officer with information copies of the correspondence to the COR and/or Technical Monitor, DOE-ORP Correspondence Control, and the U.S. Department of Energy, Richland Operations Office (RL) Patent Counsel (when patent or technical data issues are involved).

#### G.2 CONTRACT ADMINISTRATION

The ORP Contracting Officer (CO) is:

U. S. Department of Energy  
Office of River Protection, MS H6-60  
Ashley Morris, Contracting Officer  
P.O. Box 450  
Richland, WA 99352

Tele: (509) 376-3201  
Fax: (509) 376-0570  
E-mail: Ashley\_T\_Morris@orp.doe.gov  
(Mod 12)

#### G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

By separate letter, a COR may be designated this Contract. The COR will represent the CO in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this Contract. The CO, through properly written modification(s) to the Contract, is the only person authorized to make changes to the work scope.

#### G.4 BILLING INSTRUCTIONS

- (a) The contractor shall submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation, and check the payment status of any voucher 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 vouchers electronically will reduce correspondence and other causes for delay to a minimum and will

- facilitate prompt payment to the Contractor. Electronic and/or hard copies of supporting documents may also be requested by the Contracting Officer.
- (b) The voucher must provide Direct Productive Labor Hours (DPLH) multiplied by the hourly labor rate specified in Section B, both for the current billing period and cumulatively for the entire contract. The voucher shall also include the total cost of Other Direct Costs such as HLAN support, travel costs, etc. The contractor shall provide supporting documentation for DPLH and Other Direct Costs incurred, in a format requested by the Contracting Officer. The contractor shall provide a full and detailed narrative explanation of all travel costs, and shall include all supporting documentation (receipts, etc) for all travel expenses regardless of the cost of the travel.
  - (c) Each invoice shall provide cumulative summary data which demonstrates the extent of compliance with FAR 52.219-14 Limitations on Subcontracting.

#### **G.5 DELIVERY DESTINATION FOR CORRESPONDENCE AND CONTRACT DELIVERABLES**

The following delivery points apply to technical correspondence and deliverables described in Section C, Statement of Work:

- (a) Contracting Officer (CO)  
U. S. Department of Energy  
Office of River Protection  
Acquisition Management Division  
MS H6-60  
Attn: Ashley T. Morris (Mod 12)  
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Drive (for hand delivery)  
Richland, WA 99352
- (b) DOE-ORP Correspondence Control  
U. S. Department of Energy  
Office of River Protection  
DOE-ORP Correspondence Control  
MS H6-60  
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Drive (for hand delivery)  
Richland, WA 99352
- (c) Contracting Officer Representative (COR)  
U. S. Department of Energy  
Office of River Protection  
MS H6-60  
Attn: TBD  
P.O. Box 450 (for U.S. Mail delivery) or 2440 Stevens Drive (for hand delivery)  
Richland, WA 99352