

**PART I – THE SCHEDULE  
SECTION G  
CONTRACT ADMINISTRATION DATA**

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**PART I – THE SCHEDULE  
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**G.1 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration under this Contract, the Contractor shall be subject to the following procedures:

- (a) Technical and Administrative Correspondence/Matters. Technical and administrative correspondence concerning performance of this Contract shall be addressed to the responsible officials designated in U.S. Department of Energy Office of River Protection (DOE-ORP) Manual 411.1-1, *Office of River Protection Functions, Responsibilities, and Authorities Manual (FRAM)*, using the latest published edition.
- (b) Contractual Correspondence/Matters. Correspondence involving contractual matters shall be addressed to the Contracting Officer. The primary Contracting Officer responsible for administration of this Contract is Cloette B. Reid, Procurement Division. This individual shall be primarily responsible for all contractual actions required to be taken by the Government under the terms of this Contract.

Notwithstanding the above, in the event that the above named individual is absent for an extended period or an urgent action is required, any other duly appointed Contracting Officer assigned to DOE-ORP shall be authorized to take the required contractual action(s) within the limits of his/her authority.

- (c) DOE Contracting Office. The Contracting Officer's address is:

Procurement Division  
U.S. Department of Energy  
Office of River Protection  
P. O. Box 450/2440 Stevens Center  
Richland, WA 99352-0450

- (d) All correspondence sent to the Contracting Officer shall contain a subject line commencing with the Contract number as illustrated below:

SUBJECT: CONTRACT NO. DE-AC27-99RL14047

**G.2 BILLING INSTRUCTIONS**

- (a) The Contractor shall provide periodic electronic invoices (or data supporting letter of credit draw downs) and cost accrual and accrual reversal records to DOE-ORP. Within the electronic invoice submission, the Contractor shall provide all invoice data elements required to: (1) ascertain all goods and services provided by the Contractor were allowable and reasonable per the terms and conditions of the contract, and (2) properly record all contract costs and payments in the DOE accounting system. This includes, but is not limited to: work breakdown structure (WBS) numbers, budget and reporting (BNR) numbers, fund-type, project baseline summaries (PBS) numbers, the fiscal year the funds were provided, DOE-ORP project/task number, object classes, cost elements, resource types, and plant and equipment line item number (if applicable).

- (b) Upon request, the Contractor shall also provide the Contracting Officer written documentation to support the electronic invoices at the address identified herein.

### **G.3 GOVERNMENT PROPERTY**

The point of contact for contract administration relating to Government property is as follows:

Rick McNulty  
Organizational Property Management Officer  
Project Administration  
U.S. Department of Energy  
Office of River Protection  
P.O. Box 450  
Richland, WA 99352