

PART I—THE SCHEDULE

TABLE OF CONTENTS

SECTION G

SECTION G - CONTRACT ADMINISTRATION DATA

Table of Contents

SECTION G - CONTRACT ADMINISTRATION DATA.....	1
G-1 DOE Contracting Officer	3
G-2 Contracting Officer’s Representative(s) (COR)	3
G-3 Contract Administration	3
G-4 Cost Reporting Requirements Involving Recovery Act Project Work (Apr 2009).....	3
G-5 Indirect Charges Involving Recovery Act Project Work (Apr 2009).....	4

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SECTION G—CONTRACT ADMINISTRATION DATA

G-1 DOE Contracting Officer

For the definition of Contracting Officer see FAR 2.101 – Definitions. The Contracting Officer is the only individual who has the authority on behalf of DOE to take the following actions under the contract:

- (a) Assign additional work within the general scope of the Statement of Work of the contract;
- (b) Issue a change as defined in the “Changes” clause of the contract;
- (c) Change any of the expressed terms, conditions or specifications of the contract;
- (d) Accept non-conforming work; or
- (e) Waive any requirement of this contract.

G-2 Contracting Officer’s Representative(s) (COR)

The Contracting Officer's Representative(s) 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 Contracting Officer’s Representative(s) for other purposes as required may be designated in writing by the Contracting Officer.

G-3 Contract Administration

The contract will be administered by:

U.S. Department of Energy
Oak Ridge Office
ORNL Site Office
Attention: Contracting Officer
Post Office Box 2001
Oak Ridge, Tennessee 37831

Written communication shall make reference to the contract number and shall be mailed to the Contracting Officer designated via separate correspondence to the above address.

G-4 Cost Reporting Requirements Involving Recovery Act Project Work (Apr 2009)

The following reporting procedure will apply to submission of monthly cost reports for Recovery Act work specified in the work scope baseline.

- (a) The Contractor will separately identify costs that pertain to the Recovery Act work. The Contractor will provide a monthly report that identifies the total amount drawn on the letter of credit. This monthly report shall separate and identify Recovery Act costs associated with each appropriation at the Recovery Act program and project levels.
- (b) The Contractor shall certify in each monthly report that the costs included in the report for Recovery Act work were incurred only to accomplish the Recovery Act work in accordance with the work scope.

G-5 Indirect Charges Involving Recovery Act Project Work (Apr 2009)

In accordance with the general principles of the Recovery Act the Contractor must take the following steps to minimize the impacts of indirect costs and enhance transparency and accountability of project:

- (a) Clearly identify the estimated full cost of projects to include total direct and indirect costs, indirect costs rates, and adjust existing indirect cost rate to account for the material infusion of funds provided in the Recovery Act;
- (b) Exempt funds from contract cost base for distributing Laboratory Directed Research and Development or similar funds taxing programs;
- (c) Ensure all funds transferred by UT-Battelle, LLC are completed using the Approved Funding Program process described in Chapter 12 of the Accounting Handbook; and
- (d) The Federal Administrative Charge (FAC) of three percent is waived on reimbursable work funded by the Recovery Act and performed by Departmental Federal offices or UT-Battelle, LLC.
- (e) In all cases listed above and otherwise, the Contractor shall develop and maintain prudent management and good business practices regarding their indirect rate structure as it applies to Recovery Act funding.

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