

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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G.1 CONTRACT ADMINISTRATION

- (a) The correspondence address of the U.S. Department of Energy (DOE) Contracting Officer is:

Susan E. Bechtol, Contracting Officer
U.S. Department of Energy
Office of River Protection
Acquisition Management Division, MSIN H6-60
P.O. Box 450
Richland, WA 99352

- (b) Performance of the work under this Contract shall be subject to the technical direction of DOE Contracting Officer's Representative(s) (COR) in accordance with the Section I Clause entitled, *DEAR 952.242-70, Technical Direction*. Any change in any DOE COR may be made administratively by letter from the Contracting Officer consistent with Section I Clause entitled, *DEAR 952.242-70, Technical Direction*.

- (c) The designated paying office for direct payment invoices under the Contract is:

Direct Mail Address:

U.S. Department of Energy
Oak Ridge Financial Services Center
P.O. Box 4307
Oak Ridge, TN 37831

Express Courier Address:

U.S. Department of Energy
Oak Ridge Financial Services Center
200 Administration Road
Oak Ridge, TN 37831
(865) 241-5073

The preferred method for payments of allowable costs and fee is by draw from the Special Financial Institution Account in accordance with the Section B Clause entitled, *Fee Determination and Payment*, and the Section H Clause entitled, *Payments and Advances*. If direct payment method is used, original invoices for fee shall be submitted to the designated paying office with copies to the Contracting Officer and the COR. Original and copies of invoices shall be submitted at the same time and by the same method.

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

- (d) 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.

- (e) 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 accelerated work scope.

G.2 CORRESPONDENCE PROCEDURES

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

- (a) **Technical Correspondence:** With the exception of 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, technical correspondence shall be addressed to the DOE COR with an information copy addressed to the DOE Contracting Officer.
- (b) **Other Correspondence:** All other correspondence shall be addressed to the DOE Contracting Officer with information copies of the correspondence to the COR.

G.3 MODIFICATION AUTHORITY

Notwithstanding any of the other provisions of this Contract, a Contracting Officer shall be the only individual on behalf of the Government authorized to:

- (a) Accept non-conforming work;
- (b) Waive any requirement of this Contract; or
- (c) Modify any term or condition of this Contract.

G.4 REPRESENTATIONS AND CERTIFICATIONS

The Representations, Certifications, and Other Statements of Offerors, submitted with the Contractor's latest offer, are hereby incorporated into this Contract by reference.

G.5 CORRESPONDENCE, REPORTS, AND DELIVERABLES

The following requirements apply to submission of all correspondence, reports, and data deliverables:

- (a) The Contractor shall ensure that all correspondence, reports, and data deliverables are as follows:
 - (1) Legible and sequentially numbered; and
 - (2) Written in clear, concise English.

- (b) The Contractor shall prepare transmittals as follows:
- (1) Title page or cover sheet that identifies the Contract by number, author, deliverable(s) (including deliverable item number or report requirement), and date; and
 - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text).
- (c) The Contractor shall submit correspondence, reports, and deliverables as follows:
- (1) All correspondence, deliverables, and reports to the DOE Richland Operations Office (DOE-RL) or DOE Office of River Protection (DOE-ORP) shall be transmitted through the use of the DOE automated records system, the Integrated Document Management System (IDMS);
 - (2) Electronically authorize/sign all correspondence, deliverables and reports and deposit all submittals to DOE-RL/ORP in an electronic folder in IDMS;
 - (3) All electronic files shall be editable and have all functions normally available in the software in which the data were originally generated. The Contractor shall also provide a list of the electronic files that are being provided, along with a designation of the software used. The submission shall also state which contract deliverable, when appropriate, is being met through submission of the correspondence. In the event the Contractor uses an internal proprietary software package, a copy of the software shall be provided to DOE.
- (d) The Contractor shall develop and implement configuration control over all electronic correspondence files, including a correspondence numbering system. The Contractor shall maintain configuration control over changes to information provided by DOE or Government contractors, including but not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using the Contractor's established policies and procedures that are in compliance with all National Archives and Records Administration and DOE requirements. The Contractor shall assign its own identifying number to information that it either creates or changes.