

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G**CONTRACT ADMINISTRATION DATA****G.1 CORRESPONDENCE PROCEDURES**

All correspondence submitted by the Contractor (except for invoices and reports) shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the DOE Contracting Officer's Representative(s) (COR), with an information copy of the correspondence to the DOE Contracting Officer.
- (b) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to the Assistant Chief Counsel for Intellectual Property, Office of Chief Counsel, USDOE, Post Office Box 2001, Oak Ridge, TN, 37831-8751, with an informational copy to the Contracting Officer and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the Contracting Officer, with information copies of the correspondence to the DOE COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

"SUBJECT: Contract No. [] (Insert the contract number) [] (Insert subject topic after contract number, e.g., "Request for subcontract placement consent)".

[End of Clause]

G.2 SUBMISSION OF VOUCHERS/INVOICES

- (a) The Contractor shall submit invoices in accordance with the FAR payment clause in Section I of the contract (unless prior written consent from the Contracting Officer for more frequent billing is obtained). The period of performance covered by the invoices should be the same as covered by any required monthly cost management reports.
- (b) The invoice shall be submitted on Standard Form 1034 and should include a statement of cost for services rendered. This statement should include, as a minimum, a breakout by cost element of all services actually provided by the

Contractor, both for the current billing period and cumulatively for the entire contract. The Contractor shall submit the invoice to the addressees prescribed below:

Original and one copy to:

U.S. Department of Energy
Oak Ridge Operations Office
Oak Ridge Financial Service Center
P.O. Box 6017
Oak Ridge, Tennessee 37831

One copy to:

U.S. Department of Energy
Oak Ridge Operations Office
ATTN: Contracting Officer's Representative(s)
(To be designated by separate letter)
P.O. Box 2001
Oak Ridge, Tennessee 37831

One copy to:

U.S. Department of Energy
Oak Ridge Operations Office
ATTN: Contracting Officer
P.O. Box 2001
Oak Ridge, Tennessee 37831

(c) Preparation of Standard Form 1034.

- (1) Statement of Cost shall be completed in accordance with the Contractor's cost accounting system.
- (2) Costs claimed shall be only those recorded costs authorized for billing by the payment provisions of the contract.
- (3) Indirect costs claimed shall reflect actual experience, but in no event shall exceed those approved for billing purposes by the Contracting Officer.
- (4) All claimed subcontractor costs shall be supported by attaching copies of the subcontractor's invoice with the same detail as outlined herein.
- (5) The total fee billed, retainage amount, and available fee must be shown.

- (6) The certification on the Statement of Cost must be signed by a responsible official of the Contractor.
- (7) Additional supporting data for claimed costs shall be provided in such form and reasonable detail as an authorized representative of the Contracting Officer may require.

[End of Clause]

G.3 CONTRACTING OFFICER'S REPRESENTATIVE (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.

[End of Clause]

G.4 CONTRACT ADMINISTRATION

The contract will be administered by:

U.S. Department of Energy
Oak Ridge Operations Office
Contracts and Property Division
ATTN: Contracting Officer
P.O. Box 2001
Oak Ridge, Tennessee 37831

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

[End of Clause]