

Part I – The Schedule

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G - CONTRACT ADMINISTRATION DATA

G.1 Correspondence Procedures (JUNE 2004)

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

- (a) Technical Correspondence. Technical correspondence concerning the overall contract shall be addressed to the Contracting Officer's Representative (COR) with information copies of the correspondence to the Contract Specialist and the Contract Technical Monitors (CTM). Technical correspondence concerning performance of an individual Contract Line Item Number (CLIN) or task shall be addressed to the CTM, with information copies of the correspondence to the COR and the Contract Specialist.
- (b) Patents/Technical Data/Intellectual Properties 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, 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 or Contract Specialist designated in ORO G25, with information copies of the correspondence to the 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)".

G.2 ORO G10 Submission Of Vouchers/Invoices (SEPT 1999)

- (a) The Contractor shall submit invoices in accordance with the FAR payment clauses 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 ([Standard Form 1034](#)) should include a statement of cost for services rendered. This statement should include, as a minimum, a breakout by cost or price element and task order (if applicable) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract. The statement of cost must include a certification statement signed by a responsible official of the Contractor ([Section J, Attachment G](#)). 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
(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: Contract Specialist
P.O. Box 2001
Oak Ridge, Tennessee 37831

- (c) In addition to the above submission, the contractor shall submit one (1) copy of each invoice to the designated contract technical monitor.

G.3 ORO G15 Billing Instructions--Time And Materials Contract Alternate I (MAY 1997)

- (a) These instructions are provided for use by contractors in the preparation and submission of vouchers requesting reimbursement for work performed under time and material type contracts. Compliance with these instructions will reduce correspondence and other causes for delay to a minimum and will thus promote prompt payments to the Contractor.
- (b) Preparation of the Statement of Cost ([See Section J, Attachment G](#))
- (1) Statement of Cost shall be completed, making due allowance for the Contractor's cost accounting system.
 - (2) For task order or work assignment contracts, the Contractor shall complete the Statement of Cost for each task order work assignment and a summary for the total invoiced cost.
 - (3) Costs claimed shall be only those recorded costs authorized for billing by the payment provisions of the contract.
 - (4) A separate Statement of Cost should be submitted for each task order/work assignment for claimed overtime costs. A copy of the Contractor's overtime request and Contracting Officer's approval must accompany the Statement.
 - (5) All claimed subcontractor costs shall be supported by attaching copies of the subcontractor's invoice with the same detail as outlined herein.
 - (6) The DPLH incurred during the current billing period must be shown and the DPLH Summary completed.
 - (7) The total profit billed, retainage amount, and available profit must be shown.

- (8) The certification on the Statement of Cost must be signed by a responsible official of the Contractor.
- (9) 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.

G.4 ORO G20 Contracting Officer's Representative (COR) (MAY 1997)

The Contracting Officer's Representative 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.5 ORO G25 Contract Administration (MAY 1997)

The contract will be administered by:

U.S. Department of Energy
Oak Ridge Operations Office
Procurement and Contracts Division
ATTN: (Contract Specialist)
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.

G.6 ORO G30 Contract Technical Monitor (CTM) (MAY 1997)

Contract Technical Monitor(s) (CTM) may be designated by separate letter(s) by the COR. The CTM assists the Contracting Officer Representative. The CTM is not authorized to change any of the terms and conditions of the contract. Changes in the Scope of Work will be made only by the Contracting Officer by properly written modification(s) to the contract.