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SECTION G - CONTRACT ADMINISTRATION DATA

G.1. ORO G01 Correspondence Procedures (OCT 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 performance of this contract shall be addressed to the DOE Contracting Officer's Representative (COR), with an information copy of the correspondence to the DOE Contract Specialist.
- (b) Patents/Technical Data/ Intellectual Property 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 or Contract Specialist designated in ORO G25, 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)".

G.2. ORO G10 Submission Of Vouchers/Invoices (OCT 2004)

- (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 (Standard Form 1034 located at <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/ProcurementForms?OpenDocument>) 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 (see Section J, Attachment D) signed by a responsible official of the Contractor. The contractor is required to submit payment invoices and supporting documentation electronically through Vendor Inquiry Payment

Electronic Reporting System (VIPERS) which is accessible at:
<http://finweb.oro.doe.gov/vipers.htm>.

The website provides the vendor the following system capability, required EFT banking form/information, and instructions:

- Logon to VIPERS
- Request Access
- Vendor Banking Data Form
- Registration
- Invoice Status
- Electronic Invoicing

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 format in Attachment D, Section J)
 - (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) (Modified)

The contract will be administered by:

This information will be provided in separate correspondence at time of contract award.

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

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

The Contract Technical Monitor (CTM) may be designated by separate letter 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.

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