

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G - CONTRACT ADMINISTRATION DATA

G.01 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted for task orders issued under this contract shall include the contract number and the task order number and shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence (as used herein, this term excludes technical 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) shall be addressed to the DOE Contracting Officer's Representative (COR), see below paragraph (d) with an information copy of the correspondence to the DOE CO (see below paragraph (c)).

- (b) **Other Correspondence.**

All correspondence, other than technical correspondence, shall be addressed to the DOE CO, with information copies of the correspondence to the DOE COR.

The Contractor shall use the COR as the point of contact on technical matters, subject to the restrictions of the clause entitled "DEAR 952.242-70 Technical Direction (DEC 2000) " located in Section I.

- (c) **DOE Contracting Officer Address.**

United States Department of Energy
Carlsbad Field Office
Attention: Stephen Casey
4021 National Parks Highway
Carlsbad, NM 88220
Email at: steve.casey@cbfo.doe.gov

- (d) **DOE Contracting Officer's Representative Address.**

United States Department of Energy
Carlsbad Field Office
Attention: Helen Thomas, Contracting Officer Representative
4021 National Parks Highway
Carlsbad, NM 88220
Email at: Helen.thomas@cbfo.doe.gov

- (f) **CO and COR Address:** Shall be identified in each individual task order.

- (g) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

"SUBJECT: Contract No. [*Insert subject topic after contract number – (e.g. "Notification of Address Change")*].

G.02 BILLING INSTRUCTIONS

- (a) Contractors should submit invoices using the Standard Form 1034 (Public voucher for Purchases and Services Other Than Personal) electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). The VIPERS system allows vendors to submit invoices, attach supporting documentation and check the payment status of any voucher submitted to the DOE. Submitting electronically provides benefits to vendors by:
- Reducing the cost of paper and postage
 - Allowing supporting documentation to be attached and routed with the voucher to program and approving officials
 - Immediately interfacing invoices to DOE's accounting system saving several days of mail and manual processing time
 - Decreasing potential errors caused by manual input
 - Facilitating the prompt payment of invoices
- (b) To obtain access to and to use VIPERS, please visit the web page at <https://vipers.oro.doe.gov>. Detailed instructions on how to enroll and use the system are provided on the web page. Please do not send a paper copy of a voucher that has been submitted electronically. The invoice must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price element and of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.
- (c) For Fixed Price Task Orders awarded under this contract, the Contractor shall submit invoices in accordance with FAR 52.232-1 "Payments" (APR 1984).
- (d) For Time-and-Materials Task Orders awarded under this contract, the Contractor may submit invoices not more than once every two weeks in accordance with FAR 52.232-7 "Payments under Time-and-Materials and Labor-Hour Contracts" (AUG 2012).
- (e) For Time-and-Materials task orders, the invoice (Standard Form 1034) must include a statement of cost and supporting documentation for services rendered.

(1) Statement of Cost.

The following instructions are provided for use by the Contractor in the preparation and submission of the Statement of Cost:

- i. Statement of Cost must be completed in accordance with the Contractor's cost accounting system.
- ii. Statement of Cost shall include, as a minimum, a breakout by functional area of the PWS for all services actually provided by the Contractor and authorized for payment under the payment provisions of the contract for the current billing period. The Direct Productive Labor Hour (DPLHs) incurred during the current billing period shall be broken down into hours worked, names of employees who incurred the cost, and specific tasks associated with the billing. A cumulative summary for DPLHs expended and the associated billing amounts charged shall also be provided. Any charges for Materials (to include the Line Item: Travel & Miscellaneous) shall also be provided with a cumulative to-date summary.
- iii. The statement of cost must include a certification statement signed by a responsible official of the Contractor.

Support documentation shall be submitted for Materials claimed for reimbursement on the Statement of Cost. The level of detail provided must clearly indicate where the funds were expended. Supporting data for material costs, categorized by nature of the item, must include a copy of the Contracting Officer's prior approval, description of the item, date purchased, and all relevant receipts.

All claimed subcontractor costs must be supported by submitting the same detail as outlined herein.

- (f) The Government will make payments to the Contractor by electronic funds transfer not later than thirty (30) calendar days after receipt of an acceptable invoice from the Contractor.

G.03 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when DOE receives a defective or improper invoice. Contact information for improper invoices shall be stated in each individual task order.

< To Be Inserted by Offeror >

G.04 CONTRACTOR'S POINT OF CONTACT

The Contractor shall identify to the Contracting Officer the official who has the authority to sign this Contract and who is also responsible for managing, administering, and negotiating, and executing changes or modifications to the terms and conditions of this Contract.

G.05 OBSERVANCE OF LEGAL HOLIDAYS

- (a) The Government hereby provides "notice" and the Contractor hereby acknowledges "receipt" that all Government site personnel assigned to this contract must observe the holidays set forth below:

President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Columbus Day
Martin Luther King, Jr. Day

- (b) Generally, Federal holidays that fall on Saturday are observed on the previous Friday, holidays that fall on Sunday are observed on the following Monday. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.
- (c) In addition to the holidays listed above, DOE personnel may observe holidays designated by Federal Statute, Executive Order, or Presidential Proclamation as a one-time day off for federal workers, such as inauguration day. And occasionally, an individual Government office will close or have an early release of staff on a scheduled day of work. The Contractor shall not be required to perform services during such closures unless the Contracting Officer designates services are essential. In the event of an unplanned Government facility closure, the Government will notify the Contractor as soon as possible after notification of the facility closure. Such observances, releases, and closures, shall not be a basis for adjusting the fixed-price.