

**PART I - THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>Page</u></b>
G-1 TECHNICAL AND ADMINISTRATIVE CORRESPONDENCE .....	1
G-2 DOE PATENT COUNSEL.....	2
G-3 DOE ORGANIZATIONAL PROPERTY MANAGEMENT OFFICER.....	2
G-4 CONTRACTOR CONTACT.....	2

**PART I - THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

**G-1 TECHNICAL AND ADMINISTRATIVE CORRESPONDENCE**

To promote timely and effective administration under this Contract, the Contractor shall be subject to the following procedures:

**(a) Technical and Administrative Correspondence**

Technical and administrative correspondence concerning performance of this Contract shall be addressed to the responsible officials designated in SR Manual 300.1.1B, Chapter 1, Section 1.1, SR Functions, Responsibilities and Authorities Procedure, using the latest published edition.

**(b) Contractual Correspondence/Matters**

Correspondence involving contractual matters will be addressed to the CO responsible for administration of this contract. The CO for DOE is TBD, Office of Contracts Management. This individual shall be primarily responsible for all contractual actions required to be taken by the Government under the terms of this contract.

Notwithstanding the above, in the event the above named individual is absent for an extended period or an urgent action is required, any other duly appointed CO assigned to SR shall be authorized to take the required contractual action(s) within the limits of his/her authority.

**(c) DOE Contracting Office**

The CO's address is: U.S. Department of Energy  
Savannah River Operations Office  
Office of Contracts Management  
P.O. Box A  
Aiken, SC 29802

- (d) To promote timely and effective administration all correspondence submitted to the CO shall contain a subject line commencing with the contract number as illustrated below:

“SUBJECT: CONTRACT NO. DE-AC09-06SR22470, (insert subject topic after Contract Number, e.g., “Request for subcontract placement approval”)”

A copy of all correspondence addressed to the CO shall be provided to the Manager, SR, at the mailing address stated in paragraph (c) above.

## **G-2 DOE PATENT COUNSEL**

The Patent Counsel is the Contractor’s focal point for items concerning patent, intellectual property, technology transfer, copyright, open source, licenses, and technical data issues. Correspondence being sent to the DOE Patent Counsel should be addressed to:

U.S. Department of Energy  
Savannah River Operations Office  
ATTN: Patent Counsel  
Office of Chief Counsel  
P.O. Box A  
Aiken, SC 29802

## **G-3 DOE ORGANIZATIONAL PROPERTY MANAGEMENT OFFICER**

The Contractor may use the Organizational Property Management Officer as a point of contact for guidance and assistance involving property requirements. The CO shall be contacted for any matter which involves a change in any of the expressed terms and conditions of the contract. Correspondence being sent to the Organizational Property Management Officer should be addressed to:

U.S. Department of Energy  
Savannah River Operations Office  
ATTN: Organizational Property Management Officer  
P.O. Box A  
Aiken, SC 29802

## **G-4 CONTRACTOR CONTACT**

The Contractor shall identify to the SR CO the contracting contact who has the authority and is responsible for managing, administering, and negotiating changes to the terms and conditions of this contract, as well as executing contract modifications on behalf of the contractor.