

## Contract Number DE-EM0003138

### Attachment 5 – Correspondence and Invoice Submission Instructions

#### 1. Correspondence Procedures

All correspondence submitted by the Contractor (except for invoices and reports) shall be submitted in electronic format as well as hard copy and shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this task order (including correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this task order) shall be addressed to the DOE COR, with an information copy of the correspondence to the DOE CO.
- (b) Non-technical Administrative Correspondence. All other correspondence shall be addressed to the designated DOE CO, with an information copy of the correspondence to the DOE COR.
- (c) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number and appropriate task order number, as illustrated below: "SUBJECT: Contract Number DE- (Insert subject topic after order number (e.g., "Request for Change in Work Hours"))".

#### 2. Submission of Vouchers/Invoices

- (a) The Contractor shall submit invoices on a monthly basis (within 5 business days after the last day of each month).
- (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 (Contract Line Item Number/CLIN) (or site, if applicable) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire task order. The statement of cost shall also include: names of the individuals, hours worked and specific task associated with the billing. Any charges for travel must include the destination, employee who incurred the cost, and the brief statement explaining the purpose of the travel along with a copy of the receipts. Any charges for other direct costs shall be explained fully and supported by receipts. The statement of cost must include a certification statement signed by a responsible official of the Contractor. The Contractor shall submit the invoice to the addressees prescribed below:

Payment Office at the address below or electronically to the Vendor Inquiry Payment Electronic Reporting System (VIPERS) at <http://finweb.oro.doe.gov> (preferred method).

Original to:

U.S. Department of Energy  
Oak Ridge Operations Office

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Oak Ridge Financial Service Center, FM-71  
200 Administration Road  
Oak Ridge, TN 37830

**3. Invoice/Voucher Certificate of Conformance**

The contractor shall submit the following certificate of conformance for each invoice/voucher as certification of having performed the number of hours being billed.

**CERTIFICATE OF CONFORMANCE**

I certify that on, (insert inclusive dates) \_\_\_\_\_ (Insert Contractor's Name) furnished the supplies or services called for by contract No. (Insert Contract Number). I further certify that the supplies or services are of the quality specified and conform in all respects with the contract requirements, including specifications, drawings, preservation, packaging, packing, marking requirements, and physical item identification (part number), and are in the quantity shown on this or on the attached acceptance document.

Date of Execution: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_