

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this Contract shall include the Contract number and be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence (as used herein, 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 U.S. Department of Energy (DOE) Savannah River Operations Office (SR) Contracting Officer's Representative (COR), with an information copy addressed to the DOE-SR Contracting Officer.
- (b) **Other Correspondence.** All other correspondence shall be addressed to the DOE-SR Contracting Officer (CO) with information copies of the correspondence to the COR, and the DOE-SR Patent Counsel (when patent or technical data issues are involved).

G.2 CONTRACT ADMINISTRATION

The Contracting Officer's address is:

Contracts Management Division
Contracting Officer
U. S. Department of Energy
Savannah River Operations Office
P.O. Box A
Aiken, SC 29803

G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

The COR will be designated by separate letter and will represent the CO in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this Contract. The CO, through properly written modification(s) to the Contract, is the only person authorized to make changes to the work scope.

G.4 BILLING INSTRUCTIONS

- (a) **Invoices:** Invoices shall be submitted in triplicate (original and two copies), in accordance with the following:
 - (1) Original and copies of invoices shall be submitted simultaneously. Invoices not simultaneously received by all addressees may be rejected or have payment delayed.
 - (2) In addition to the information required by the Section I Clause entitled, *Prompt Payment* (FAR 52.232-25), the following information must be included on each invoice:

Budget and Reporting (B&R) Breakout (if required).

- (3) Original invoice shall be submitted to the paying office at either the postal address or express courier address, as follows:

PAYING OFFICE - POSTAL ADDRESS:

U.S. Department of Energy
Oak Ridge Financial Service Center
P.O. Box 4307
Oak Ridge, TN 37831

PAYING OFFICE - EXPRESS COURIER ADDRESS:

U.S. Department of Energy
Oak Ridge Financial Service Center
200 Administration Road
Oak Ridge, TN 37830
(Phone No. 423-241-5073)

- (4) One copy of each invoice shall be submitted to the COR and CO.

- (b) Payment of submitted invoices shall be made electronically and in accordance with the *Prompt Payment Act*. Specific payment instructions shall be included in the invoice.

G.5 DOE-SR PROPERTY ADMINISTRATION

For purposes of administering DOE-SR property, the point of contact is:

U. S. Department of Energy
Savannah River Operations Office
Site Services Division
P.O. Box A
Aiken, SC 29803

G.6 DOE PATENT COUNSEL

Correspondence being sent to the DOE Patent Counsel should be addressed as follows:

U.S. Department of Energy
Savannah River Operations Office
Office of Chief Counsel
Patent Counsel
P.O. Box A
Aiken, SC 29803

G.7 REPORTS AND DRAWINGS

The following requirements apply to submission of all data deliverables.

- (a) The Contractor shall ensure that all data deliverables are as follows:
- (1) Legible, sequentially numbered, and securely bound; and
 - (2) Clear, concise English using precise technical writing.

- (b) The Contractor shall prepare and submit reports as follows:
 - (1) Title page or cover sheet that identifies author, deliverable(s), and date;
 - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text); and
 - (3) Other requirements identified in Section C, Standard 1, *Management Products and Controls*.
- (c) The Contractor shall prepare and submit drawings in accordance with American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) Standard Y-14 series, Drafting Standards and shall be assigned a unique number by the Contractor.
- (d) The Contractor shall submit deliverables, as follows:
 - (1) One reproducible hard copy with attachments and enclosures to the CO.
 - (2) Six reproducible hard copies with attachments and enclosures and six CD-rom electronic copies of all to the COR.
 - (3) All electronic files shall be editable and have all functions normally available in the software for which the data was originally generated. Electronic files will be complete and consist of all data used or developed by the Contractor to generate the submission. The Contractor shall also provide a list of the electronic files included in the submission, documenting the specific deliverable for which the electronic files pertain, and the software and version used. In the event that the Contractor uses an internal proprietary software package, a copy shall be provided to DOE-SR.
- (e) The Contractor shall maintain configuration control over changes to information provided to the Contractor by DOE-SR or Government contractors, including and not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using Contractor's established policies and procedures. The Contractor shall assign their own identifying number to information that they either create or change.