

Section G - Contract Administration Data

G.1 DOE-G-2001 CONTRACTING OFFICER AUTHORITY (OCT 2014)

The CO is responsible for administration of the Contract. The CO may appoint a COR in accordance with the clause entitled "Contracting Officer's Representative," to perform specifically delegated functions. The CO is the only individual who has the authority on behalf of the Government to take the following actions under the Contract:

- (a) Assign additional work within the general scope of the Contract;
- (b) Issue a change in accordance with the clause entitled Changes;
- (c) Change the cost or price of the Contract;
- (d) Change any of the terms, conditions, specifications, or services required by the Contract;
- (e) Accept non-conforming work; and
- (f) Waive any requirement of the Contract.

(End of Clause)

G.2 DOE-G-2002 CONTRACTING OFFICER'S REPRESENTATIVE (OCT 2014)

Pursuant to the clause at DEAR 952.242-70, Technical Direction, the CO shall designate in writing a COR for this Contract and provide a copy of such designation to the Contractor, including the delegated responsibilities and functions. The COR does not have authority to perform those functions reserved exclusively for the CO.

(End of Clause)

G.3 DOE-G-2004 CONTRACT ADMINISTRATION (OCT 2014)

To promote timely and effective contract administration, correspondence delivered to the Government under this Contract shall reference the Contract number, title, and subject matter, and shall be subject to the following procedures:

(a) Technical correspondence. Technical correspondence shall be addressed to the COR for this Contract, and a copy of any such correspondence shall be sent to Contract Specialist (CS) and CO. As used herein, technical correspondence does not include correspondence where patent or rights in data issues are involved or technical correspondence that proposes or involves waivers, deviations, or modifications to the requirements, terms, or conditions of this Contract.

(b) Other Correspondence.

(1) Correspondence regarding patent or rights in data issues should be sent to the Intellectual Property Counsel. A copy of such correspondence shall be provided to CS and CO.

(2) If no Government Contract Administration Office is designated on Standard Form 33 (Block 24) or Standard Form 26 (Block 6), all correspondence, other than technical correspondence and correspondence regarding patent or rights in data, including correspondence regarding waivers, deviations, or modifications to requirements, terms or conditions of the Contract, shall be addressed to the CS and CO. Copies of all such correspondence shall be provided to the COR.

(3) Where a Government Contract Administration Office, other than DOE, is designated on either Standard Form 33 (Block 24), or Standard Form 26 (Block 6), of this Contract, all correspondence, other than technical correspondence, shall be addressed to the designated Government Contract Administration Office, with copies of the correspondence to the CS, CO, and COR.

(c) Information regarding correspondence addresses and contact information is as follows:

(1) Procuring Contract Specialist:

Andrew Ford

Telephone number: 208-526-3059

Address: 1955 S. Fremont Ave, Idaho Falls ID. 83415

Email address: fordaj@id.doe.gov

(2) Procuring Contracting Officer:

Trevor Bluth

Telephone number: 208-526-3277

Address: 1955 S. Fremont Ave, Idaho Falls ID. 83415

Email address: bluthm@id.doe.gov

(3) Contracting Officer's Representative:

Steve Wahnschaffe

Telephone number: 208 526-4993

Address: 1955 S. Fremont Ave, Idaho Falls ID. 83415

Email address: wahnsd@id.doe.gov

(4) Administering Contract Specialist

Mary Bates

Telephone number: 208 526-2775

Address: 1955 S. Fremont Ave, Idaho Falls ID. 83415

Email address: batesme@id.doe.gov

(5) Administering Contracting Officer:

Jennifer Cate

Telephone number: 208 526-0631

Address: 1955 S. Fremont Ave, Idaho Falls ID. 83415

Email address: catejk@id.doe.gov

(End of Clause)

G.4 DOE-G-2005 BILLING INSTRUCTIONS (MAR 2019)

(a) Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, when requesting payment for work performed under the Contract.

(b) Contractors shall submit vouchers electronically through the DOE Office of Finance and Accounting's Vendor Invoicing Portal and Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. Instructions concerning Contractor enrollment and use of VIPERS can be found at <https://vipers.doe.gov>.

(c) A paper copy of a voucher that has been submitted electronically will not be accepted.

(End of Clause)

G.5 DOE-G-2007 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING (JUL 2018)

(a) The CO will document the Contractor's performance under this Contract (including any task orders placed against it, if applicable) by using the Contractor Performance Assessment Reporting System (CPARS). CPARS information is handled as "Source Selection Information," available to authorized Government personnel seeking past performance information when evaluating proposals for award.

(b) Contractor performance will be evaluated at least annually at the Contract or task-order level, as determined by the CO. Evaluation categories are at the Government's discretion and may include any or all of the following: (1) technical/quality, (2) cost control, (3) schedule, (4) management or business relations, and (5) small business subcontracting. Past performance information is available at <https://www.cpars.gov>. It is recommended that the Contractor take the overview training found on the CPARS website. The Contractor shall acknowledge receipt of the Government's request for comments on CPARS assessments at the time it is received and shall respond to such requests within fourteen (14) calendar days of the request.

(c) Joint Ventures. Performance assessments shall be prepared on contracts with joint ventures. When the joint venture has a unique Commercial and Government Entity (CAGE) code and Data Universal Numbering System (DUNS) number, a single assessment will be prepared for the joint venture using its CAGE code and DUNS number. If the joint venture does not have a unique CAGE code and DUNS number, separate assessments, containing identical narrative, will be prepared for each participating contractor and will state that the evaluation is based on performance under a joint venture and will identify the contractors that were part of the joint venture.

(d) In addition to the performance assessments addressed above, the Government will perform other performance assessments necessary for administration of the Contract in accordance with other applicable clauses in this Contract.

(End of Clause)

G.6 DOE-G-2008 NON-SUPERVISION OF CONTRACTOR EMPLOYEES (OCT 2014)

The Government shall not exercise any supervision or control over Contractor employees performing services under this Contract. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for Contract performance to the Government.

(End of Clause)

G.7 Designation of Property Administrator

As required under FAR 45.104, "Contractor's Property Management System Compliance," and DOE-Property Management Regulation 109-1.5203, the Property Administrator for this contract will be Scott D. Hobbs.

(End of Clause)