

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 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 Contracting Officer (see below paragraph (c)).

(b) **Other Correspondence.**

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

(c) **DOE Contracting Officer Address.** The Contracting Officer address is as follows:

U.S. Department of Energy, Carlsbad Field Office
Attn: Diane Snow
P.O. Box 3090
Carlsbad, NM 88221-3090
Email: diane.snow@wipp.ws

(d) **The COR's address is as follows:**

U.S. Department of Energy, Carlsbad Field Office
Attn: J.R. Stroble
P.O. Box 3090
Carlsbad, NM 88221-3090
Email: j.r.stroble@wipp.ws

(e) **The Contractor shall use the COR as the point of contact on technical matters, subject to the restrictions of the clause entitled "Technical Direction" located in Section H.**

(f) **Technical Reports.** Procedures for technical reports are described in an attachment to the contract listed at Section J.

G.2 Billing Instructions

Contractors will use Standard Form 1034 *Public Voucher for Purchases and Services Other Than Personal* located at <http://www.gsa.gov/portal/forms/type/SF> when requesting reimbursement for the services performed under this contract. Contractors may submit vouchers as frequently as every two weeks for the cost reimbursable contract items specified in each task order. Contractors may submit requests for Contract Financing Payments in accordance with FAR clause 52.232-16 Progress Payments (Aug 2010) for the fixed price services contract line items specified in each task order.

Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment 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. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the Contractor. Do not submit a paper copy of the voucher.

(a) **Supporting Documentation**

(1) Firm Fixed Price Billing Costs –

- i. The voucher must include an amount for the invoicing period that is representative of the services provided for the fixed price items specified in Section B.

(2) Cost Reimbursable Billing Costs -

- ii. The voucher must include a statement of cost and supporting documentation for services rendered for the cost reimbursable items specified in Section B. This statement should include, as a minimum, a breakout by cost or price element and task order (if applicable) of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract. Statement of Cost must be completed in accordance with the Contractor's cost accounting system.
- iii. Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract.
- iv. Costs claimed for reimbursement (i.e. Fuel, State Use Fees and Permits, New Mexico Gross Receipts Tax, Driver Per-Diem, Safe Driving Bonus, Maintenance of Additional, Unassigned Trailers) on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended.

G.3 DOE-G-1005 Observance of Legal Holidays

- (a) The on-site Government personnel observe the following holidays:

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

Any other day designated by Federal statute, Executive order, or the President's proclamation.

- (b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. 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.