

SECTION G
CONTRACT ADMINISTRATION DATA

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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

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

- a. **Technical Correspondence.** Technical correspondence concerning performance of this contract shall be addressed to the DOE Contracting Officer Representative (COR) with an information copy of the correspondence to the Contracting Officer. Technical correspondence addresses issues relating to work effort of the contract (i.e. request interpretation of contractual requirements for performance) or requests approval or disapproval of reports, drawings or other work products.
- b. **Patents/Technical Data Correspondence.** Correspondence concerning patent and technical data issues shall be addressed to the Patent Counsel, Office of Patent Counsel as designated in G.2, with an information copy to the Contracting Officer and the COR.
- c. **Non-technical Administrative Correspondence.** All correspondence, other than technical correspondence, shall be addressed to the Contracting Officer, with information copies of the correspondence to the COR, and to the Patent Counsel (where patent or technical data issues are involved).
- d. **Subject Line(s).** All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

"SUBJECT: Contract No. DE-AC07-99ID13727
(Insert subject topic after contract number, e.g.,
"Request for subcontract placement consent")."

G.2 DESIGNATION OF PATENT ADVISOR

The following office is hereby designated to represent the Contracting Officer in administering the Patent Clauses in this contract.

Deputy Chief Counsel, Intellectual Property Law Division
U. S. Department of Energy
Chicago Operations Office
9800 South Cass Avenue
Argonne, IL 60439

Telephone: (630) 252-2176
Fax: (630) 252-2779

Correspondence with respect to this clause shall be directed to the above with a copy to the Contracting Officer and COR.

G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

The Contracting Officer Representative(s) (COR) will be designated by separate letter and will represent the Contracting Officer in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this contract. Changes in the Scope of Work will be made only by the Contracting Officer by properly written modification(s) to the contract.

G.4 CONTRACT ADMINISTRATION

The contract will be administered by:

U.S. Department of Energy
Idaho Operations Office
Procurement Services Division
ATTN: TBD
850 Energy Drive, MS 1221
Idaho Falls, Idaho 83401-1563

Telephone: (208) 526-XXXX
Fax: (208) 526-5548
E-mail: XXXXXXXX@id.doe.gov

Written communication shall make reference to the contract number and shall be mailed to the above address.

G.5 DESIGNATION OF PROPERTY ADMINISTRATOR

As required under FAR 45.104 and DOE-Property Management Regulation 109-1.5202, the property administrator for this contract shall be the ID Organizational Property Management Officer (ID-OPMO).