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, all correspondence, reports and other documents 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 Department of Energy (DOE) Contracting Officer's Representative (COR) with an information copy to the Contracting Officer (CO). The COR will be designated by separate letter and will be the primary point of contact on technical matters, subject to the restrictions of DEAR Clause 952.242-70, "Technical Direction" contained in Section I. The COR is not authorized to change any of the terms and conditions of this contract. Only the CO can make changes to the scope, term, schedule, and cost of the work.

(b) Patents/Technical Data Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Assistant Manager for Legal Support/Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Patent Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office with a copy to the Idaho Operations Office Chief Counsel's Office, the CO and the COR.

(c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.

(d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

"SUBJECT: CONTRACT NO. DE-AC07-05ID14516"
(Insert subject topic after contract number, e.g., "Request for Subcontract Consent").

(e) Electronic Media for Reports/Plans/Documents. Most required reports, plans, and other documents shall be submitted to DOE electronically. The contractor will prepare the requested reports and documents via site standard software and provide a copy on diskette or Compact Disk (CD-R, CD-RW) as required by the size of the document. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language (HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other

software is used, the documents shall be scanned and then provided on diskette or Compact Disk. Electronic data shall be available within five days of the DOE request. The DOE Contracting Officer may request hard copies of reports requiring certification or contractor signature.

G.2 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).

G.3 CONTRACT ADMINISTRATION

The contract will be administered by:

Maria M. Mitchell, Contracting Officer
U.S. Department of Energy
Idaho Operations Office
1955 Fremont Avenue, MS 1240
Idaho Falls, ID 83415

Telephone: (208) 526-8600
Fax: (208) 526-5548
Email: mitchemm@id.doe.gov

Future revisions of the contract administration information, above, may be accomplished by written notification from the CO to the contractor, without a formal contract modification.

G.4 CONTRACTOR PAYMENT ADDRESS

If the contractor's payment address is different from the contractor's address specified on Standard Form 33, then provide it in the following space:

Name:
Address:
City/State:
Phone Number:
Electronic Address:
POC:

G.5 SUBMISSION OF INVOICES

(a) Cost Invoices. DOE will make payments to the contractor by electronic funds transfer not later than fourteen business days after receipt of an acceptable cost invoice from the contractor per the Prompt Payment Act. The contractor shall

submit cost invoices, with supporting documentation, no more frequently than bimonthly (twice per month) in accordance with FAR Clause 52.216-7, "Allowable Cost and Payment." The contractor shall submit Cost Performance Reports (CPR) on a monthly basis. The CPR period must match the preceding invoices and must be received by DOE by the fifth working day of the following month. The contractor may include requests for B.5 and B.16 Out of Target Work fixed fee on cost invoices. The fixed fee will be paid in accordance with this paragraph.

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(b) Fee Invoices. The contractor may submit invoices for quarterly fee payments following receipt of the CO's consent to submit the invoice. Upon receipt of an acceptable invoice for fee payment, the CO will assess the need for further adjustments. Unless the CO elects to do otherwise, and as set forth below and elsewhere in this contract, fee payments will be made quarterly, within thirty business days after the contractor submits an acceptable invoice. If the contractor proposes as a part of a consortium, joint venture, and/or other teaming arrangement, the team shall share in the contract fee structure (i.e., separate additional "subcontractor fee" for teaming partners will not be considered an allowable cost under this contract).

(c) Any basis for invoice withholding or reduction that is discovered after acceptance will be corrected on subsequent invoices. If DOE discovers such defects, the CO will notify the individual listed in Section G.8, "Defective or Improper Invoices," in writing. The CO's written notification will explain the nature of the basis for withholding or reduction, as well as specify the dollar amount of the withholding or reduction. If there is no response from the contractor within seven calendar days to reconcile the defect, the CO shall withhold from the subsequent invoice the associated cost of the defect plus applicable interest.

(d) Nothing in this provision shall affect the rights of either DOE or the contractor under the FAR Clause 52.232-25, "Prompt Payment" clause of this contract. DOE is not limited to seven days to notify the contractor of a defective invoice, and may notify and/or initiate withholding, or reduction until final payment to the contractor.

G.6 SPECIAL PROMPT PAYMENT PROVISIONS

(a) Any time before final payment, the CO may have the contractor's invoices or vouchers and statements of cost audited. Any payment to the contractor may be (1) reduced by amounts found by the CO not to constitute allowable costs, or (2) adjusted for prior overpayments or underpayments.

(b) The contractor may expect that invoice review, as set forth in FAR 32 payment principles, will be performed in the 14 business-day period succeeding invoice submission. Normally corrections will be seen on the invoice following the one

in which adjustments are made. DOE's rights shall remain and are not limited to that initial 14 business day period.

G.7 BILLING INSTRUCTIONS

The contractor shall submit vouchers in accordance with the Section I., 52.216-7, "Allowable Cost and Payment," Section G.5 "Submission of Invoices," and as follows:

(1) The original of each invoice shall be submitted electronically to:

https://finweb.oro.doe.gov/VIPERS.HTM or an original of the invoice shall be mailed to:

U.S. Department of Energy
Oak Ridge Financial Service Center
P. O. Box 4368
Oak Ridge, TN 37831

(2) One copy of the invoice with supporting detail shall be submitted electronically to Maria M. Mitchell, Contracting Officer, at: mitchemm@id.do.gov.

(3) One copy of the invoice, with supporting detail shall be submitted electronically to James R. Cooper, Contracting Officer's Representative (COR), at: cooperjr@id.doe.gov.

G.8 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when DOE receives a defective or improper invoice.

~~Michael D. Ebben, Sr. Vice President and CFO~~Jeffrey A. Kerridge, CFO and Vice President
CH2M♦WG Idaho, LLC
P. O. Box 2010
1580 Sawtelle Street
Idaho Falls, ID 83403-2010

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Phone number: (208) 533-3301
Email: ~~Michael.Ebben~~Jerrfey.Kerridge@icp.doe.gov

G.9 RECOVERY ACT

The following invoice procedure will apply to the submission of invoices for Recovery Act work specified in Section C:

The contractor may invoice costs for both Recovery Act work and other work in the same invoice. However, the contractor shall separately identify costs in its invoices that pertain to the Recovery Act work. Recovery Act costs shall also be segregated in the invoice so as to identify those costs associated with each applicable appropriation at the program code, local use and project value level of the following accounting and appropriations data:

Accounting and Appropriations Data

Level	1	2	3	4	5	6	7	8	9
Numerical Characters	xxxxx	xxxx	xx	xxxxxx	xxxxx	xxxxxxx	xxxxxx	xxxxxxx	xxxxxxx
Level Name	Fund	Appropriation Year	Allottee	Reporting Entity	Object Class	Program	Project	WFO	Local Use

(Include each appropriation, as applicable, in the above table. TBD)

The contractor shall certify in each invoice that the costs included in the invoice for Recovery Act work were incurred only to accomplish the Recovery Act work in accordance with Section C. Other existing provisions applicable to invoice submission are applicable to Recovery Act invoices.