

PART I

SECTION G

CONTRACT ADMINISTRATION DATA

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PART I

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence (except for invoices and reports) submitted under this contract is subject to the following procedures:

- (a) Subject Line(s) - All correspondence should contain a subject line, commencing with the contract number and subject matter. An example is illustrated below:

SUBJECT: CONTRACT NO. (Insert the contract number), REQUEST FOR SUBCONTRACT CONSENT.

- (b) Technical Correspondence - Technical correspondence (as used herein, this term excludes correspondence where patent or proprietary data issues are involved or correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this contract) should be addressed to the DOE/Technical Manager (TM), with an information copy of the correspondence to the DOE Contract Specialist.
- (c) Correspondence Regarding Inventions - All correspondence for Patent related matters (inventions, etc.) should be mailed to:

U. S. Department of Energy  
Chicago Operations Office  
Office of Intellectual Property Law  
9800 S. Cass Avenue  
Argonne, Illinois 60439

Information copies of patent related correspondence should be sent to the Contracting Officer.

Also see the paragraph entitled "Publication", if included in this contract, under the article entitled, "Patent Rights" set forth in Part II, Section I, of this contract

and the DOE F 1332.1 - Reporting Requirements Checklist set forth in Part III, Section J - List of Attachments, of this contract.

- (d) Other Correspondence - All other correspondence, except for reporting of inventions, should be addressed to the Contracting Officer, with information copies of the correspondence to the DOE TM and DOE Intellectual Property Counsel when deemed appropriate (where patent or technical data issues are involved).

## G.2 GOVERNMENT CONTACTS FOR POST AWARD ADMINISTRATION

### (a) DOE Contracting Officer

For definition see Part II, Section I, Clause 1, "Definitions" of this contract.

The Contracting Officer is the only official who can:

- (1) assign additional work within the general scope of the Statement of Work of the contract;
- (2) issue a change as defined in the "Changes" clause of the contract;
- (3) cause an increase or decrease in the total estimated cost or the time required for contract performance;
- (4) change any of the expressed terms, conditions or specifications of the contract; and
- (5) accept non-conforming work.

### (b) DOE Contract Specialist for Administration

The Contract Specialist should be used as the point of contact for all but technical and patent related matters (see G.1).

The Contract Specialist for this contract is:

Name: Marlene E. Martinez

Address: Acquisition and Assistance Group  
U. S. Department of Energy  
Chicago Operations Office  
9800 South Cass Avenue  
Argonne, Illinois 60439

Telephone No.: (630) 252-2080

Any change in the DOE Contract Specialist may be made administratively by letter from the Contracting Officer.

(c) DOE Technical Manager (TM)

The limitations of the Technical Manager's authority are defined in Part I, Section H, "Technical Direction and Surveillance" clause.

The performance of work under this contract is subject to the direction of the TM in accordance with the "Technical Direction and Surveillance" clause of the contract. The TM should be used as the point of contact on all technical matters (see G.1 (b)). The TM for this contract is:

Name: Robert Selby  
Address: 9800 South Cass Avenue  
Argonne, IL 60439

Telephone No.: (630) 252-2067

Any change in the DOE TM may be made administratively by letter from the Contracting Officer.

(d) DOE Intellectual Property Counsel

See G.1(c).

(e) DOE Property Administrator

Property correspondence should be addressed to the Contracting Officer and property matters referred to the Contract Specialist unless property administration has been delegated, in which case, separate instructions will be sent administratively by letter from the Contracting Officer, which will supersede this paragraph G.2(e).

G.3 BILLING INSTRUCTIONS

Vouchers: Certified original vouchers shall be submitted to the Payment Office and copies shall be submitted to the DOE Contract Specialist (See G.2 (b)) and the DOE Technical Manager (See G.2 (c)) in accordance with the Billing Instructions set forth in Part III, Section J - List of Attachments, and in accordance with the Allowable Cost and Payment provisions of this contract as set forth in Part I, Section H and Part II, Section I.

Additionally, the Contractor shall identify the individual in its organization to be contacted relative to each voucher.