

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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

The Contracting Officer is responsible for administration of the Contract. The Contracting Officer may appoint a Contracting Officer's Representative (COR), in accordance with the clause entitled, *Contracting Officer's Representative*, to perform specifically delegated functions. The Contracting Officer is the only individual who has the authority on behalf of the Government, among other things, 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.
- (f) Waive any requirement of the Contract.

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

Pursuant to the clause at DEAR 952.242-70 entitled, *Technical Direction*, the Contracting Officer 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 Contracting Officer.

**G.3. DOE-G-2003 CONTRACTOR'S LABORATORY DIRECTOR (OCT 2014)
(REVISED)**

- (a) The Contractor shall designate a Laboratory Director who will be the Contractor's authorized supervisor for technical and administrative performance of all work hereunder. The Laboratory Director shall be the primary point of contact between the Contractor and the COR under this Contract.
- (b) The Laboratory Director shall receive and execute, on behalf of the Contractor, such technical directions as the COR may issue within the terms and conditions of the Contract.

G.4. 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 the U.S. Department of Energy (DOE) Contracting Officer. As used herein, technical correspondence does not include correspondence where patent or rights in data issues are involved, nor 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 also be provided to the Contracting Officer.
 - (2) If no Government Contract Administration Office is designated on Standard Form 33 (Block 24), all correspondence, other than technical correspondence and correspondence regarding patent of rights in data, including correspondence regarding waivers, deviations, or modifications to requirements, terms or conditions of the Contract, shall be addressed to the Contracting Officer. Copies of all such correspondence shall also 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 Government Contract Administration Office so designated, with copies of the correspondence to the Contracting Officer and the COR.
- (c) Information regarding correspondence addresses and contact information will be provided through official correspondence:
 - (1) Contract Specialist:
 - (A) U.S. Department of Energy
Office of Environmental Management
Attn: Marie Garvin
 - (B) Telephone number: 803-952-8238
 - (C) Address:
Department of Energy Savannah River Site
P.O. Box A

Aiken, South Carolina, 29802

(D) Email address: marie.garvin@srs.gov

(2) Administrative Contracting Officer

(A) U.S. Department of Energy
Office of Environmental Management
Attn: Marie Garvin

(B) Telephone number: 803-952-8238

(C) Address:
Department of Energy Savannah River Site
P.O. Box A
Aiken, South Carolina, 29802

(D) Email address: marie.garvin@srs.gov

(3) Contracting Officer's Representative

(A) U.S. Department of Energy
Office of Environmental Management
Attn: Tony Polk

(B) Telephone number: 803-507-8276

(C) Address:
Department of Energy Savannah River Site
P.O. Box A
Aiken, South Carolina, 29802

(D) Email address: tony.polk@srs.gov

(4) Intellectual Property Counsel

(A) Integrated Service Center Oak Ridge Office acting through the Intellectual Property
Law Division of the Office of Chief Counsel

(B) Telephone number: 865-576-1077

(C) Address:
Department of Energy
P.O. Box 2001
Oak Ridge, TN 37831-2001

(D) Email address: emily.schneider@science.doe.gov

(5) Government Contract Administration Office

(A) U.S. Department of Energy
Office of Environmental Management
Attn: Marie Garvin

(B) Telephone number: 803-952-8238

(C) Mailing address:
Department of Energy Savannah River Site
P.O. Box A
Aiken, South Carolina, 29802

(D) Email address: marie.garvin@srs.gov

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

- (a) The Contracting Officer 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 Contracting Officer. Evaluation categories may include any or all of the following at the Government's discretion: (1) technical/quality, (2) cost control, (3) schedule, (4) management or business relations, and (5) small business subcontracting. Past performance information is available at <http://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.

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.