

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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**SECTION G**

**CONTRACT ADMINISTRATION DATA**

**G.1 TECHNICAL AND ADMINISTRATIVE CORRESPONDENCE MATTERS**

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

- (a) Technical and Administrative Correspondence/Matters. Technical and administrative correspondence (as used herein, excludes other correspondence described in Paragraph (b)) concerning performance of this contract shall be addressed to the DOE Contracting Officer's Representative (COR) with an information copy of the correspondence to the DOE Contracting Officer and the DOE Contract Specialist.
- (b) Other Correspondence. All other correspondence, including patent or technical data issues, waivers, deviations, or modifications to the requirements, terms, or conditions of this contract, shall be addressed to the Contracting Officer (CO), with information copies of the correspondence to the DOE Contract Specialist or DOE Patent Counsel (where patent or technical data issues are involved).
- (c) Contracting Officer's address:  
TBD  
Contracting Officer  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No.  
Email address is:
- (d) COR's address:  
TBD  
Contracting Officer Representative  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No.  
Email address is:

(e) Contract Specialist's address:

TBD

Contract Specialist

U.S. Department of Energy

Strategic Petroleum Reserve Project Management Office

900 Commerce Road East

New Orleans, LA 70123

Telephone No.

Email address is:

(f) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to:

TBD

U.S. Department of Energy

Chicago Office

9800 S. Cass Avenue

Argonne, IL 60439

Telephone No.

Email Address is:

## **G.2 DOE PROPERTY ADMINISTRATOR**

The Contractor may use the DOE Property Administrator as a point of contact for guidance and assistance involving property requirements. The CO shall be contacted for any matter which involves a change in any of the expressed terms and conditions of the contract. Correspondence being sent regarding the Property Administrator should be addressed to:

TBD

Property Administrator

U.S. Department of Energy

Strategic Petroleum Reserve Project Management Office

900 Commerce Road East

New Orleans, LA 70123

Telephone No.

Email address is:

## **G.3 CONTRACTOR CONTACT**

The Contractor shall identify to the CO the Contractor contact who has the authority and is responsible for managing, administering, and negotiating changes to the terms and conditions of this contract, as well as executing contract modifications on behalf of the Contractor.