

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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**Table of Contents**

G.1	DOE-G-2001 CONTRACTING OFFICER AUTHORITY (OCT 2014).....	G-1
G.2	DOE-G-2002 CONTRACTING OFFICER’S REPRESENTATIVE (OCT 2014).....	G-1
G.3	DOE-G-2003 CONTRACTOR’S PROGRAM MANAGER (OCT 2014) .....	G-1
G.4	DOE-G-2004 CONTRACT ADMINISTRATION (OCT 2014) (REVISED) .....	G-2
G.5	DOE PROPERTY ADMINISTRATOR.....	G-4
G.6	DOE-G-2007 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING (NOV 2021) .....	G-5
G.7	DOE-G-2008 NON-SUPERVISION OF CONTRACTOR EMPLOYEES (OCT 2014) .....	G-5
G.8	DOE-G-7001 CORRESPONDENCE (SEP 2017) .....	G-6
G.9	INVOICING FOR TRANSITION COSTS .....	G-6

## **SECTION G**

### **CONTRACT ADMINISTRATION DATA**

#### **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.

(End of Clause)

#### **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 Contracting Officer's Representative (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.

(End of Clause)

#### **G.3 DOE-G-2003 CONTRACTOR'S PROGRAM MANAGER (OCT 2014)**

- (a) The Contractor shall designate a Program Manager who will be the Contractor's authorized supervisor for technical and administrative performance of all work hereunder. The Program Manager shall be the primary point of contact between the Contractor and the Contracting Officer's Representative (COR) under this contract.
- (b) The Program Manager 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.

(End of Clause)

**G.4 DOE-G-2004 CONTRACT ADMINISTRATION (OCT 2014) (REVISED)**

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)/Head of Contracting Activity (HCA) 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:

Kelly M. Gele  
Contracting Officer  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4343  
Email address: [kelly.gele@spr.doe.gov](mailto:kelly.gele@spr.doe.gov)

- (d) COR/HCA addresses:

Paul Oosterling  
Contracting Officer's Representative/Head of Contracting Activity  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4339

Email address: [paul.oosterling@spr.doe.gov](mailto:paul.oosterling@spr.doe.gov)

Site Level COR addresses:

Damon Bruno  
Contracting Officer's Representative  
U.S. Department of Energy  
Bayou Choctaw Storage Facility  
Strategic Petroleum Reserve  
60825 Highway 1148  
Plaquemine, LA 70764  
Telephone No. 225-692-6201  
Email address: [damon.bruno@spr.doe.gov](mailto:damon.bruno@spr.doe.gov)

Hernaldo Carpio  
Contracting Officer's Representative  
U.S. Department of Energy  
Big Hill Storage Facility  
Strategic Petroleum Reserve  
24784 Big Hill Road  
Winnie, TX 77665  
Telephone No. 409-981-8203  
Email address: [hernaldo.carpio@spr.doe.gov](mailto:hernaldo.carpio@spr.doe.gov)

Chase Caruthers  
Contracting Officer's Representative  
U.S. Department of Energy  
Bryan Mound Storage Facility  
Strategic Petroleum Reserve  
242 County Road  
Freeport, TX 77541  
Telephone No. 979-230-2201  
Email address: [chase.caruthers@spr.doe.gov](mailto:chase.caruthers@spr.doe.gov)

Ashley Thomas  
Contracting Officer's Representative  
U.S. Department of Energy  
West Hackberry Storage Facility  
Strategic Petroleum Reserve  
1450 Black Lake Road  
Hackberry, LA 70645  
Telephone No. 337-558-3201  
Email address: [ashley.thomas@spr.doe.gov](mailto:ashley.thomas@spr.doe.gov)

(e) Life Extension 2 Federal Project Director:

Claudia LeCompte-Johnson  
ACTING Federal Project Director (FPD)  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4335  
Email address: [claudia.lecompte-johnson@spr.doe.gov](mailto:claudia.lecompte-johnson@spr.doe.gov)

(f) Contract Specialist's address:

Brad M. Diggs  
Contract Specialist  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 540-734-4707  
Email address: [brad.diggs@spr.doe.gov](mailto:brad.diggs@spr.doe.gov)

**G.5 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:

Michele Greco  
Property Administrator  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4235  
Email address: [michele.greco@spr.doe.gov](mailto:michele.greco@spr.doe.gov)

**G. 6 DOE-G-2007 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING (NOV 2021)**

(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 <https://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 unique entity identifier, a single assessment will be prepared for the joint venture using its CAGE code and unique entity identifier. If the joint venture does not have a unique CAGE code and unique entity identifier, 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.

(End of Clause)

**G.7 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.

(End of Clause)

**G.8 DOE-G-7001 CORRESPONDENCE (SEP 2017)**

The contract will be administered by:

U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123

Written communications regarding the contract shall be mailed to the above address.

(End of Clause)

**G.9 INVOICING FOR TRANSITION COSTS**

a. The Contractor shall submit vouchers electronically through the Oak Ridge Financial Service Center's Vendor Inquiry Payment Electronic Reporting System (VIPERS) for reimbursement for work performed during the Transition Period. VIPERS allows vendors to check the payment status of any voucher submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <https://vipers.doe.gov/>. The Contractor shall contact the Contracting Officer if the Contractor is unable to submit invoices electronically to resolve any issue(s).

b. The Contractor shall invoice for work performed in accordance with DOE-H-7035, "Activities During Contract Transition," of this contract and as directed by the Contracting Officer following the procedures identified above. All work completed during the Transition Period shall be billed within 60 days after the end of Transition Period. Allowable cost for this Transition Period is not expected to exceed \$500,000. There will be no fee paid for performance of the Transition Period.