

**PART I**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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## PART I

### SECTION G - CONTRACT ADMINISTRATION DATA

#### G.1 - DOE CONTRACTING OFFICER

For the definition of Contracting Officer see Federal Acquisition Regulation (FAR) 2.101. The Contracting Officer is the only individual who has the authority on behalf of DOE to take the following actions under the contract:

- (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) change any of the expressed terms, conditions or specifications of the contract;
- (4) accept non-conforming work; or
- (5) waive any requirement of this contract.

#### G.2 - DOE CONTRACTING OFFICER'S REPRESENTATIVE(S) (COR)

Performance of the work under this contract shall be subject to the technical direction of DOE Contracting Officer's Representative(s) in accordance with Clause I.101- DEAR 952.242-70 - Technical Direction (DEC 2000). Any change in any DOE COR may be made administratively by letter from the Contracting Officer consistent with Clause I.101 - DEAR 952.242-70 - Technical Direction (DEC 2000).

#### G.3 - CONTRACT ADMINISTRATION

The contract will be administered by:

U.S. Department of Energy  
Princeton Site Office  
US Rt. 1 North, Forrestal Campus C Site  
Room B290 LSB  
Princeton, NJ 08542

Written communications regarding the contract shall be mailed to the above address except for correspondence regarding patent or intellectual property related matters which should be addressed to:

U.S. Department of Energy  
Office of Chief Counsel - Intellectual Property Law Division  
ATTN: DOE Patent Counsel  
9800 South Cass Avenue  
Argonne, IL 60439

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

#### G.4 – REPORTING PROCEDURES

The following reporting procedures will apply to submission of monthly cost reports for Recovery Act work specified in the work scope baseline.

- (a) The Contractor will separately identify costs that pertain to the Recovery Act Work. The Contractor will provide a monthly report that identifies the total amount drawn on the letter of credit. The Contractor shall submit a monthly report that separates and identify Recovery Act costs associated with each appropriation at the Recover Act program and project levels.
- (b) The Contractor shall certify in each monthly report that the costs included in the report for Recovery Act work were incurred only to accomplish the Recovery Act work in accordance with the work scope.

#### G.5 – INDIRECT CHARGES

In accordance with the general principles of the Recovery Act the Contractor must take the following steps to minimize the impacts of indirect costs and enhance transparency and accountability of project:

- (a) Clearly identify the estimated full cost of projects to include total direct and indirect costs, indirect cost rates, and adjust existing indirect cost rate to account for the material infusion of funds provided in the Recovery Act;
- (b) Exempt funds from contract cost base for distributing Laboratory Directed Research and Development or similar funds taxing programs;
- (c) Ensure all funds transferred by the Trustees of Princeton University are completed using the Approved Funding Program process described in Chapter 12 of the Accounting Handbook;
- (d) The Federal Administrative Charge (FAC) of three percent is waived on reimbursable work funded by the Recovery Act and performed by Departmental Federal offices or the Trustees of Princeton University; and,
- (e) In all cases listed above and otherwise, the Contractor shall develop and maintain prudent management and good business practices regarding their indirect rate structure as it applies to Recovery Act funding.