

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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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

- (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

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

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

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

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

(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

(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

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

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)