

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)/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:
Sally Leingang
Contracting Officer
U.S. Department of Energy
Strategic Petroleum Reserve Project Management Office
900 Commerce Road East
New Orleans, LA 70123
Telephone No. 504-734-4362
Email address: Sally.Leingang@spr.doe.gov
- (d) COR/HCA addresses:

William C. Gibson, Jr.
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. 734-4201
Email address: Hoot.Gibson@spr.doe.gov

Site Level COR addresses:

TBD

Contracting Officer's Representative
U.S. Department of Energy
Bayou Choctaw Storage Facility
Strategic Petroleum Reserve
60825 Highway 1148
Plaquemine, LA 70764
Telephone No. _____
Email address: _____@spr.doe.gov

TBD

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. _____
Email address: _____@spr.doe.gov

Jorge Aguinaga
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: Jorge.Aguinaga@spr.doe.gov

Levi Gabre
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: Levi.Gabre@spr.doe.gov

- (e) Contract Specialist's address:
Anne Quern
Contract Specialist
U.S. Department of Energy
Strategic Petroleum Reserve Project Management Office
900 Commerce Road East
New Orleans, LA 70123
Telephone No. 504-734-4228
Email address: Anne.Quern@spr.doe.gov
- (f) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to:
- Mark D. Dvorscak
U.S. Department of Energy
Chicago Office
9800 S. Cass Avenue
Argonne, IL 60439
Telephone No. 630-252-2393
Email Address: Mark.Dvorscak@ch.doe.gov

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:

Rosalie Washington
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: Rosalie.Washington@spr.doe.gov

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.

Contractor Contact Address:

J. Alexander Ciccarelli
Senior Manager
Prime Contracts Management
Fluor Federal Petroleum Operations, LLC
850 S. Clearview Parkway
New Orleans, LA 70123
Telephone No. 504-734-4548
Email address: J.Alexander.Ciccarelli@spr.doe.gov

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H.37 RECOGNITION OF PERFORMING ENTITY

- (a) The Contractor and the Government recognize that the parties named below form the performing entity on which the award of this contract was based.

Fluor Federal Petroleum Operations, LLC

- (b) Accordingly, the Contractor and the Government agree that:

The Contractor shall take no action to replace the components of the Offeror named in Paragraph (a) above without the prior written approval of the Contracting Officer.

H.38 LITIGATION MANAGEMENT PROCEDURES

- (a) The Contractor (including entities named in Paragraph (a) of the provision in Section H entitled “Recognition of Performing Entity”) shall prepare a Management of Litigation Procedure(s) compliant with Code of Federal Regulations Title 10 Subpart 719, which shall be submitted to the Contracting Officer within 60 days after the effective date of the contract, and shall be updated thereafter as required.
- (b) The SPR Chief Counsel is the authorized designee of the Contracting Officer for approval of this Procedure.
- (c) Reasonable litigation and other legal expenses are allowable when incurred in accordance with the DOE-approved Contractor legal management procedures (including cost guidelines) as such procedures may be revised from time to time, and if not otherwise made unallowable by law or the provisions of this contract.

H.39 ADVANCE UNDERSTANDING(S)

The following Advance Understanding(s) is (are) made a part of this contract:

TBD.

H.40 PROVISIONAL PAYMENT OF AWARD FEE

Monthly provisional payments of award fee in the amount of \$250,000 shall be made to the Contractor. In the event that overpayment results from the payment of fee on a provisional basis, the Contractor shall reimburse the Government upon demand, payable with interest in accordance with contract clause I.71 entitled “Interest.”

H.41 CONFERENCE SPENDING (MANAGEMENT AND OPERATING CONTRACTS)

- (a) No cost associated with conference activities shall be allowable under this contract unless the conference is directly and programmatically related to the purpose of the contract and the specific work authorization/order/task directing the conference activities.
- (b) The Contractor shall follow the most current guidance issued by DOE concerning reporting of conference related activities and spending. The Contractor shall request, obtain approval (if \$100,000 or greater), and report all conference activities through the Conference Management Reporting and Approval Tool on the DOE iPortal at <https://iportal.doe.gov>.
- (c) While a conference may be approved by DOE based on estimated cost and attendance to ensure federal funds are used for purposes that are appropriate, cost effective, and important to the core mission, only the Contracting Officer has authority to determine if the costs incurred by the Contractor are allowable, allocable, and reasonable.
- (d) The Contractor and its employees, its sponsors, hosts and attendees shall aggressively seek to limit costs associated with a conference. Conference expenditures shall be kept to the minimum necessary to carry out the Department's mission and consistent with applicable portions of the Federal Travel Regulation, and 48 CFR chapter 1, the Federal Acquisition Regulation.
- (e) The Contractor shall ensure its conference attendees conduct themselves with the highest level of professionalism and ethical behavior consistent with that expected of DOE employees.
- (f) The Contracting Officer will ensure conference activities are included in the Contractor's annual audit plan.