

## Contract Close-Out Checklist

It is responsibility of each agency to ensure that the work under a contract has been completed and the contract is ready for closeout prior to final payment. This checklist can serve as a tool to assist the agency during that process. Each contract is unique and the agency should customize the checklist as required to meet its particular circumstance. The contract file should contain all necessary documentation at the time of closeout. **Final payment should never be made until all work is complete and all deliverables are received and accepted.**

| Contractor Name   | Contract Number    | Project Completion Date |    |
|---|--------------------|-------------------------|----|
| Person Completing Checklist   | Project Title/Name |                         |    |
| Task  |                    | Date Completed          | NA |
| <b>Administrative Issues</b>  |                    |                         |    |
| Contract administration files are consolidated and turned over to Procurement upon completion of the closeout process   |                    |                         |    |
| The central file is complete, organized and conforms to regulations governing contract administration as specified by the public agency. [Reference Formal Contract Administration File].   |                    |                         |    |
| The Contractor has notified the agency that all work required by the contract is complete   |                    |                         |    |
| The Contractor has complied with all contractual terms and conditions   |                    |                         |    |
| All file documents have been signed with the original signatures. This include invoices, /vouchers, letters to contractor, memoranda, official correspondence etc.  |                    |                         |    |
| All final determination have been completed   |                    |                         |    |
| All optional provisions have expired  |                    |                         |    |
| All time extensions have expired  |                    |                         |    |
| All change orders, modifications, have been signed, defined and included in the central file.   |                    |                         |    |
| Settlement of subcontract by the prime contractor completed   |                    |                         |    |
| <b>Monitoring</b>   |                    |                         |    |
| All monitoring issues have been resolved  |                    |                         |    |
| The monitoring plan updated and documentation of all monitoring requirements accurately reflects the status of all monitoring activities as outlined in the monitoring plan. [Reference Formal Monitoring Plan and Monitoring Checklist]. |                    |                         |    |
| The Risk Assessment is updated and completed to reflect the status of all monitoring activity   |                    |                         |    |
| All agency specific required approvals have been received.  |                    |                         |    |
| The Contractor has complied with all contractual terms and conditions.  |                    |                         |    |
| <b>Deliverables</b>   |                    |                         |    |
| All Contract deliverables have been received, reviewed, and accepted including All required reports   |                    |                         |    |

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| Task   | Date Completed | NA |
|--|----------------|----|
| <b>Final Property Close Out</b>  |                |    |
| The property inventory report has been received from the contractor  |                |    |
| All Government –owned property, real or person, either furnished by the government or acquired by the contractor for the account of the Government has been accounted for  |                |    |
| All property inventory and ownership issues are resolved including disposition of any equipment, licenses purchased, or warranty information under the contract.   |                |    |
| <b>Final Security Close Out (if applicable)</b>  |                |    |
| There has been a Disposition of all Classified Material (Proprietary, Trade Secrets, Sensitive, Confidential, Personal /Privacy) generated to or accessed by the contractor in the performance of the contract.          |                |    |
| <b>Final Patents Closeout (if applicable)</b>  |                |    |
| Final New Technology disclosure report received  |                |    |
| Final invention, patents, and copyright disclosure reports received  |                |    |
| Report affirming that no technology, inventions, patents or copyrights resulted from the contract  |                |    |
| <b>Final Royalty Report Closeout (if applicable)</b>   |                |    |
| Final Royalty Report has been received   |                |    |
| <b>Final Payments and Invoices</b>   |                |    |
| All disallowed payments, performance, deliverables, or suspended costs been resolved.  |                |    |
| All reconciliation has been completed in conjunction with a financial report to verify that all payments have been paid  |                |    |
| Refunds, rebates, and/or credits have been annotated in the file   |                |    |
| The contract file contains a record of all payments made to the contractor.  |                |    |
| All excess funds, such as un-liquidated obligations have been verified and the de-obligations of funds have been accomplished, if required?  |                |    |
| Final invoice has been received, reviewed, accepted and paid.  |                |    |
| <b>Contract Completion Statement</b>   |                |    |
| After final acceptance and final payment has been made, a Contract Completion Statement is prepared and issued officially stating that the contract is complete in its entirety and may be closed and properly archived. |                |    |
| <b>Vendors Performance Report</b>  |                |    |
| A Vendors Performance Report has been prepared   |                |    |
| <b>Contract Administration Analysis or Post Contract Evaluation</b>  |                |    |
| The contractor and end-user has completed a contract analysis report card  |                |    |