

Contract Closeout Checklist

INSTRUCTIONS

Use this checklist to close out the contract with the contractor. The list is not exhaustive, the questions are just the beginning. The questions will help your Agency conform to policy and laws. Please consult your Agency's policies and all state and federal laws.

Document Retention (Check your Agency's policies and laws)

- Have you collected all contract documents into one file location?
 - Original Contract
 - Amendments, schedules, modifications
 - Notices of any kind
 - Corrective action plans
 - Warranty documents for goods

- Deliverables
 - From the contractor to the Agency
 - Invoices, shipping receipts, reports, spreadsheets, drawings, etc.
 - Manuals, instruction documents etc.
 - From the Agency to the contractor
 - Formal acceptance notices, if any

- Relevant communications
 - Memos (even if contained in an email)
 - Emails that contain follow up accountability (duties, tasks, deadlines)

- Confidential Information
 - Check the contract for the terms for the receiving party to retain, return, or destroy confidential information.
 - If the contractor has Agency confidential information send the contractor a notice to return or destroy that information per Agency policies.

Delivery of all Contract Goods/Services

- Verify with the end user that all goods and services are completely delivered to the Agency. Do not close a contract with anything still outstanding.

Invoice Audit

- Has the contractor submitted all invoices?
- Has your Agency approved all the invoices?
- Have you tracked the invoices against the budget for this contract?
- Have you completed any other applicable Agency financial procedures?

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Return of Service Items

- Has the contractor returned all service items (such as badges, computers, removable drives, or cleared out desks etc.)?
- Has the Agency returned all service items to the contractor (such as computers, tablets, removable drives, etc.)?