

CONTRACT CLOSEOUT FORM INSTRUCTIONS

A contract closeout form must be completed for all state contracts established under Title 18, Chapter 4, MCA, and applies to all state agencies, per MOM Contract Management Policy.

This form provides a checklist of the most common items and issues that need to be completed before formally closing a contract and provides an auditable record showing each item/action was completed. Contract managers should work with the State Procurement Bureau (SPB) to complete this form for all contracts issued through SPB and shall submit a completed copy back to SPB if SPB was involved in any part of the contracting process for the contract. For questions, contact the SPB at 444-2575.

CONTRACT NO.:	CONTRACT TITLE:		
CONTRACTOR:	CONTRACT MANAGER:		
<i>Provide the applicable Yes, No, or N/A answer for the following statements.</i>			
ALL SERVICES/SUPPLIES PROVIDED ACCORDING TO CONTRACT TERMS AND CONDITIONS <i>During the term of the contract, were all services and/or supplies provided according to established contract terms and conditions?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
ANY OUTSTANDING ISSUES SETTLED <i>Has contract manager settled all/any outstanding issues/disputes with contractor prior to contract end?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
FINAL REPORT(S) RECEIVED <i>Has contractor provided all reports as required by contract prior to contract end?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
STATE-ISSUED PROPERTY RECEIVED <i>Has contractor returned State-issued keys, badges, tools, equipment, etc. to contract manager?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
PERFORMANCE SECURITY RETURNED <i>SPB will return performance security if SPB issued contract.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
PROJECT COMPLETION NOTICE <i>Section 18-2-421, MCA, requires that a notice of acceptance and the completion date of the project must be sent to Department of Labor and Industry (DLI) when a public works project (including service contracts) in the amount of \$50,000 or more is accepted by the public contracting agency.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
FINAL PAYMENT MADE, INCLUDING HOLDBACKS <i>All payments to contractor should be completed prior to contract close out.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
TOTAL AMOUNT PAID <i>Provide the total amount paid to contractor for the entire contract period.</i>	\$		<input type="checkbox"/> N/A
RECORDS RETENTION ADDRESSED <i>Review retention schedule GS4-Purchasing and Procurement Records at http://sos.mt.gov/Records/State/index.asp.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
CONTRACT FILE COMPLETE <i>Contract file should contain at a minimum, signed contract and amendments, record of payments to contractor, proof of insurance and/or contract performance security, and all relevant correspondence to include any complaint or dispute history. Reference MOM's Policy (Category – Procurement) regarding Contract Management for entire listing.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
COMMENTS: 			
CONTRACT MANAGER'S SIGNATURE	DATE		