



## Contract Closeout General Tasks Checklist

- Conduct contract review activities
  - ☑ Confirm that all contractual obligations have been completed
  - ☑ Verify if the contract (including all optional renewals) expired
  - ☑ Confirm that all testing reports have been received and analyzed
  - ☑ Confirm that all inspections have been completed and accepted
  - ☑ Confirm that any state-furnished property and/or information has been returned
  - ☑ Confirm that no claims, issues, or unresolved matters exist on the contract
  - ☑ Confirm that all required contract audits have been completed
  - ☑ Confirm that all contractor invoices have been submitted and paid
  - ☑ Confirm that contractor performance evaluation has been completed by the Contract Administration Team
  - ☑ Determine if a termination for convenience was completed (if it was initiated)
  - ☑ Determine if a cancellation for breach was initiated and if so, has the cancellation been completed?
  - ☑ Determine if all outstanding subcontracting issues have been resolved
  - ☑ Verify that the contract file includes:
    - An updated copy of the contract
    - Any contract amendments
    - All original signatures for all file documents, including invoices, letters to contractor, etc.
    - All change orders
- Communicate to contractor that the contract has been reviewed and is complete
- Contract Manager completes and signs the Contract Completion Statement (see Missouri's Contract Completion Statement Template)
- Conduct a contract administrative analysis and document lessons learned, what has worked well and what activities failed
- Provide a report, including conclusions and recommendations from the contract administrative analysis to all stakeholders to prevent future issues with similar contracts.