***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.** | Click to enter text. | **Contract Title** | Click to enter text. |
| --- | --- | --- | --- |
| **Contractor** | Click to enter text. | **Contract Manager** | Click to enter text. |

Provide the applicable Yes, No, or N/A answer for the following statements.

## ALL SERVICES/SUPPLIES PROVIDED ACCORDING TO CONTRACT TERMS AND CONDITIONS

During the term of the contract, were all services and/or supplies provided according to established contract terms and conditions?[ ] Yes [ ] No [ ] N/A

## ANY OUTSTANDING ISSUES SETTLED

Has contract manager settled all/any outstanding issues/disputes with contractor prior to contract end?[ ] Yes [ ] No [ ] N/A

## FINAL REPORT(S) RECEIVED

Has contractor provided all reports as required by contract prior to contract end?[ ] Yes [ ] No [ ] N/A

## STATE-ISSUED PROPERTY RECEIVED

Has contractor returned State-issued keys, badges, tools, equipment, etc. to contract manager?[ ] Yes [ ] No [ ] N/A

## PERFORMANCE SECURITY RETURNED

SPB will return performance security if SPB issued contract.[ ] Yes [ ] No [ ] N/A

## PROJECT COMPLETION NOTICE

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.[ ] Yes [ ] No [ ] N/A

## FINAL PAYMENT MADE, INCLUDING HOLDBACKS

All payments to contractor should be completed prior to contract close out.[ ] Yes [ ] No [ ] N/A

## TOTAL AMOUNT PAID

Provide the total amount paid to contractor for the entire contract period.$type amt [ ] N/A

## RECORDS RETENTION ADDRESSED

Review retention schedule GS4-Purchasing and Procurement Records at the [Secretary of State](http://sosmt.gov/records/state) website.[ ] Yes [ ] No

## CONTRACT FILE COMPLETE

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 compliant or dispute history. Reference MOM’s Policy (Category -- Procurement) regarding Contract Management for entire listing.[ ] Yes [ ] No

## COMMENTS:

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Manager Signature