



MONTANA DEPARTMENT OF ADMINISTRATION

Director's Office
Greg Gianforte, Governor
Misty Ann Giles, Director

doa.mt.gov
406.444.2460
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Contract Closeout Form

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

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 that each item/action was completed. Contract managers should work with the State Procurement Services Division (SPSD) to complete this form for all contracts issued through SPSP. They shall submit a completed copy to SPSP if the contract originated from the Division. For questions, please contact SPSP at 406.444.2575.

Contract Number:
Contract Title:
Contractor:
Contract Manager:

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

All services/supplies are provided according to contract terms and conditions.

During the contract term, were all services and/or supplies provided per contract terms?

Yes No N/A

All outstanding issues settled.

Has the contract manager settled all outstanding issues or disputes with the contractor before the contract ends?

Yes No N/A

Final Report(s) Received.

Has the contractor provided all reports as required by the contract before the contract end?

Yes No N/A

State Issued Property Received.

Has the contractor returned state-issued keys, badges, tools, equipment, etc., to the contract manager?

Yes No N/A

Performance Security Returned.

If the contract originated from the Agency, the contract manager verified that it was returned. SPSP will return security if the contract was originated by the Division.

Yes No N/A



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Project Completion Notice.

18-2-421, MCA, requires that a notice of acceptance and the completion date of the project must be sent to the Department of Labor and Industry (DLI) when a public works contract (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 the contractor should be completed before contract closeout.

Yes No N/A

Total amount paid.

Provide the total amount paid to the contractor for the entire contract period.

\$ N/A

Record Retention Addressed

Review retention schedule GS4-Purchasing and Procurement Records at the Secretary of State website.

Yes No N/A

Contract File Complete.

The contract file should contain, at a minimum, a signed contract, amendments, a record of payments to the contractor, proof of insurance, contract performance security (if applicable), and all relevant correspondence, including any complaint or dispute history per MOM Contract Management policy.

Yes No N/A

Contract Manager Signature:
