

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 13**

**CONTRACT CLOSEOUT PROCEDURES
MARCH 2011**

I. BACKGROUND

The Office of Acquisition Management, Harpers Ferry Center (HFC), prepares and maintains electronic version and hard copy originals of contract documents which include contracts, task orders, delivery orders, purchase orders, and modifications that have been negotiated and awarded by Harpers Ferry Center, Office of Acquisition Management personnel.

II. PURPOSE

The purpose of this administrative guideline is to set forth guidelines and procedures for the close out of all paper contract files.

III. POLICY

Effective immediately, contract closeouts should be completed no later than 60 days after the final payment is processed or 30 days after finalization of the Contractor Performance Assessment Report (CPAR). This Administrative Guideline has one procedure identified with policy regarding specific amounts as follows:

- Over \$25,000
- Over the Simplified Acquisition Threshold (SAT)

IV. PROCEDURES

A. After Final Receiver is Processed

1. Schedule the closeout process to begin immediately. Accomplish closeout in accordance with completion of the steps as identified on the HFC Contract Closeout Form (Attachment A).
2. If total amount awarded is over \$25,000, see Administrative Guideline Number 9 for requirements for evaluation of Contractor Performance.
3. If the total amount awarded is over the (SAT) or the Contracting Officer directs otherwise, complete form DI-137 Release of Claims and send to the contractor for signature.

B. HFC Contract Closeout Form

Use the HFC Contract Closeout Form as a checklist in completing the following steps:

1. “All deliverables received and final acceptance by COR.”
 - Record the date specified on the final receiver as the COR’s acceptance date.
 - In the comments section, record the receiver number and the COR’s name.
2. “Contractor Performance Evaluation Report by COR.”
 - Record the date the COR signed or completed the evaluation.
3. “Government Property Received FAR 45.5.”
 - Contact the COR, obtain and record the appropriate date.
4. “Release of Claims DIAR 1452.204-70.”
 - Complete form DI-137 Release of Claims for all contracts and task orders over the SAT, or as otherwise directed by the Contracting Officer. Then send to contractor for signature.
 - Upon receipt of signed DI-137, record the date signed by the contractor on the HFC Contract Closeout Form. Use the date received if date of signature is blank.
5. “Closeout Audit.”
 - Request a FFS printout with payment history, if applicable. The FFS printout can serve as the official audit for closeout if the report confirms all applicable payments were made and shows an outstanding balance of \$0.
 - If the FFS printout shows a discrepancy, an audit or further written explanation is required.
 - Record the date the audit was completed on the HFC Contract Closeout Form.
 - Record “See Attached” in the comments section of the HFC Contract Closeout Form and attach documentation.

6. "Closeout Modification."

A. Deobligations of Minimum Guarantees:

- Closeout can be completed at the same time as a deobligation to a minimum guarantee as long as it is worded accordingly in the modification in Procurement Desktop. On the FPDS-NG report, select "K" for the modification number.

B. Closeout

- A closeout modification is only required if the contract has a balance remaining after the final receiver is processed.
- Record the date processed on the HFC Contract Closeout Form, if applicable, otherwise note "N/A".
- Record the Modification Number in the comments section.

7. "Closeout Payment."

- Record the date of the final payment from the FFS printout.
- Record the receiver number in the comments section.

8. "Closeout FPDS-NG."

- **DO NOT** complete the FPDS-NG Report **until after** the FFS printout shows the outstanding amount of \$0.
- In FPDS-NG, select "Modifications," search for and open the record of the last action performed on the contract.
- Select "Modify".
- Enter "K" in the "Modification Number" field.
- Select "Close Out" as "Reason for Modification".
- The Contracting Officer will review and release the final FPDS-NG report and attach to the closeout paperwork.
- Record the date the report was created on the HFC Contract Closeout Form.
- Record "See Attached" in the comments section, and attach the report to the HFC Contract Closeout Form.

The screenshot displays the FPDS-NG SWANCKET system interface. The browser address bar shows the URL: https://www.fpds.gov/DataCollection/contracts/jsp/1_4/reasonForModificationDODController.jsp. The interface includes a navigation bar with buttons for New, Save Draft, Validate, Approve, Connect, Modify, Save Template, Close, and Print. Below this is a section for Transaction Information, followed by Document Information, Dates, Amounts, Purchaser Information, and Contractor Information.

Transaction Information:
Award Type: Delivery/Task Order | Prepared Date: 09/15/2010 08:07:42 | Prepared User: SWANCKET
Award Status: NEW | Last Modified Date: | Last Modified User: |

Document Information:

Agency	Procurement Identifier	Modification No	Trans No
Award ID: 1443	INPT1141090051	K	0
Referenced ID: 1443	INPC1141070005	7	

Reason for Modification: CLOSE OUT
Solicitation ID: | Initiative: |
Treasury Account Symbol: | Select One: |

Dates:
Date Signed: | Effective Date: | Completion Date: | Est. Ultimate Completion Date: |

Amounts:

	Previous	Current	Total
Action Obligations:	\$14,820.00	\$0.00	\$14,820.00
Base And Exercised Options Value:	\$14,820.00	\$0.00	\$14,820.00
Base And All Options Value:	\$14,820.00	\$0.00	\$14,820.00
Fee Paid for Use of IDV:		\$0.00	

Purchaser Information:
Contracting Office Agency ID: 1443 | Contracting Office Agency Name: |
Contracting Office ID: 11000 | Contracting Office Name: |
Funding Agency ID: | Funding Agency Name: |
Funding Office ID: | Funding Office Name: |
Foreign Funding: | Select One: |

Contractor Information:
CCR Exception: | |
DUNS No: 018917018 | Street: 5300 DORSEY HALL DR
Vendor Name: INTERNATIONAL MAPPING ASSOCIATION | Street2: |
DBAN: | City: ELLICOTT CITY
| State: MD | Zip: 210427791
| Country: UNITED STATES

9. "Recommended Contract Closeout" signatures

- Provide the contract file with the closeout documents to the Contract Specialist for review and signature, then to the Contracting Officer for signature.

10. Records Management

- Upon return of the contract or task order file from the Contracting Officer, label the file as "CLOSED" and put it in a banker's box if a stand-alone file. If it is a task order from a file of multiple task orders under an Indefinite Delivery Indefinite Quantity contract, return the closed order back to the file and write "closed" on the task order tab and enter "K" on the task order log sheet in the closeout column.
- Complete a "Box Number" form found on the M drive in the Contract Closeouts folder.
- Add the closed contract number to the appropriate year's inventory spreadsheet in the same folder. Save the changes, print and file the new inventory spreadsheet in the "Contract Files Storage Log Book" located in the Office of Acquisition Management.
- When the box is full, contact Facilities Services for pick-up of the box. Upon arrival at the warehouse, the box will be assigned a box number and the Procurement Technician will be notified of same.
- Record the box number in the "Contract Files Storage Log Book".

V. REMINDERS

- A. Each item should be initialed as it is completed in the comments section.
- B. The closeout FPDS-NG report must be finalized by the Contracting Officer of record and filed in the contract file.
- C. If the total award amount is over \$25,000, see Administrative Guideline Number 9 for requirements for evaluation of Contractor Performance.
- D. If the total award amount is over the SAT, or as otherwise directed by the Contracting Officer, form DI-137 Release of Claims is required.
- E. The final payment and the closeout action should be recorded on the task order log sheet when applicable.

VI. ATTACHMENTS

- A. Sample HFC Contract Closeout Form.
- B. Sample Evaluation Report on Contractor's Performance Fillable Form.
- C. Sample Closeout Audit.