Appendix 26a

Contracts, Task Orders, and Job Orders – Close-Out Instructions

PM Responsibilities:

Keep Track of Contracts & Task Orders - Keep track of the amount of contract capacity and contract expiration date to be sure work can still be done by the Consultant.

Use an Excel or other file noting the original contract amount. Add any amended amounts. Subtract any authorized payments. Know how much is left.

Speak to the PM in charge of the contract ("Contract Manager") before using their contract capacity.

Keep calendar reminders at least a few months before the actual date your contract / task order expires so that you have time to work with Contracts to extend the time before it has expired.

Remember you are not authorized to promise to pay or let the Consultant work before a Notice to Proceed.

Close Out Steps for Contracts, Task Orders and Job Orders

1. **SRTA Consultant Performance Evaluation Tool**

   Prepare an Evaluation of the Consultant/Contractor/Vendor and discuss with Consultant or email Consultant a copy.

2. **Contract Close-Out Letter**

   Prepare the Contract Closeout Letter and request that any final invoices be marked FINAL INVOICE from the Prime Consultant and all Subconsultants.

3. **Final Report – U/DBE and SB, First-Tier Subconsultants**

   For agreements with a DBE goal, final payment and release of retained funds cannot occur until the Consultant completes the Final Disadvantaged Business Enterprise Utilization Report and the PM submits it to the Contracts Inbox.

4. **Finance Encumbrance Liquidation**

   When the final invoice is approved, work with the Chief Fiscal Officer to liquidate the encumbrance.