CONTRACT CLOSE-OUT

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | |  | |  | | | **Date Prepared:** |  | |
| **Project Manager:** | | |  | |  | **Contract Representative:** | | |  |
| **Vendor Performance Analysis**   |  |  | | --- | --- | | **What Worked Well:** | | | **[Scope](#Scope" \o "Describe aspects of contract scope that were handled well.)** |  | | **[Quality](#Quality" \o "Describe aspects of product quality that were handled well.)** |  | | **[Schedule](#Schedule" \o "Describe aspects of the contract schedule that were handled well.)** |  | | **[Cost](#Cost" \o "Describe aspects of the contract budget that were handled well.)** |  | | **[Other](#Other" \o "Describe any other aspects of the contract or procurement that were handled well.)** |  | | **What Can Be Improved:** | | | [**Scope**](#Scope) |  | | [**Quality**](#Quality) |  | | [**Schedule**](#Schedule) |  | | [**Cost**](#Cost) |  | | [**Other**](#Other) |  | | | | | | | | | | |
| **Record of Contract Changes**   |  |  |  | | --- | --- | --- | | **[Change ID](#Change_ID" \o "Enter the change identifier from the change log.)** | **[Change Description](#Change_Description" \o "Enter the description from the change log.)** | **[Date Approved](#Date_Approved" \o "Enter the date approved from the change log.)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **CONTRACT CLOSE-OUT**  **Record of Contract Disputes**   |  |  |  | | --- | --- | --- | | **[Description](#Description" \o "Describe the dispute or claim.)** | **[Resolution](#Resolution" \o "Describe the resolution.)** | **[Date Resolved](#Date_Resolved" \o "Enter the date the dispute or claim was resolved.)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Date of Contract Completion  Signed Off by  Date of Final Payment | | | | | | | | | |