

COR Closeout Certification



Date:

TO (CO/CS Name):

FROM (COR Name):

SUBJECT: Contract Closeout

Contract Number: _____

Contractor: _____

Project Title: _____

The contractor's performance under the subject contract has been evaluated and data pertinent to the closing of the contract file is noted below:

1. Deliverables. All deliverables including all items, supplies, services and/or reports required under the terms of the contract () have been furnished, () have not been furnished, or () have not been furnished and, if applicable, a list of exclusions is attached.
2. Government Furnished Property (GFP). There () was Government Property furnished, or () was no Government Property furnished or acquired under the subject contract. If GFP was furnished/acquired, disposition instructions are attached or the COR will ensure disposition instructions are provided under separate correspondence.
3. Contractor Badge. Contractor Badge granting access to Government Facilities and Equipment () has been return to the COR/USDA Security Office, () has not been return to the COR/USDA Security Office. If Contractor Badge has not been returned to the COR/USDA Security Office, the COR must notify the USDA Security Office.
4. Warranties. There () are extended warranties, or there () are no extended warranties. If extended warranties, attach a list of the equipment description, serial number and warranty duration.
5. Unliquidated Obligations. All unliquidated obligations (remaining funding) under the terms of the contract () have been deobligated, or () have not been deobligated. If not deobligated, the COR request to deobligate remaining funding is attached.
6. Contractor Performance Rating. The Contractor's overall performance was () outstanding, () satisfactory,() unsatisfactory. The COR's narrative supporting the checked rating is attached.
7. Contractor Performance Assessment Reporting System (CPARS). A CPARS evaluation/assessment is required prior to contract closeout for contracts at or above the simplified acquisition threshold. Past performance reporting is required by Federal Acquisition Regulation (FAR) Part 42.1502 and 42.1503 and Agriculture Acquisition Regulation (AGAR). Contracting Officers, Purchasing Agents, Contracting Officer's Representatives (COR), Technical Contact/Representatives and Contractors are required to complete CPARS evaluations at <http://www.cpars.gov>. The CPARS Evaluation/Assessment () was completed in CPARS, () was not completed in CPARS, () not

applicable below simplified acquisition threshold. If not completed and applicable, the COR shall immediately complete the evaluation/assessment.

8. Final Deliverable Acceptance. All deliverables including all items, supplies, services and/or reports required under the terms of the contract () have been received and accepted, () have not been received and accepted, () have not been received, () have been received but not accepted.

Contracting Officer's Representative / Technical Representative Certification

I hereby recommend that the following action be taken:

() Contract requirements have been met satisfactorily and are accepted. Closeout action is appropriate.

() Delay closeout and final payment (give reasons below or attach statement).

(COR / Technical Contact Signature)

(Date)

(Printed Name)

(Office)

(Email)