

COR Closeout Certification Memorandum



DATE:

TO:

Contracting Officer's Representative

FROM:

SUBJECT: Contract Closeout

Contract Number: _____

Contractor: _____

Project Title: _____

This office is currently in the process of closing out the above referenced contract.

Enclosed is the **COR Closeout Certification** form. Your completion of this form is required for our office to close the contract.

Please complete the enclosed document and email it to within **14 days**:

In addition, please complete the contractor past performance evaluation in the Contractor Performance Assessment Reporting System (CPARS), in accordance with USDA Contracting Desk Book Subpart 442.15.

If you have any questions, please contact me by phone at _____, or email me at the following address:

Attachment