Item B: Sample Procurement Closure Checklist

**[INSERT MCA-ENTITY AND LOGO]**

*Each certification step is subject to proper approval of each previous step.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract ID** number: |  | Contract Signature date: |  |
| Title of the Contract: |  |
| Total Amount: | US$  |
| Contractor /Vendor´s name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Modification number: |  | Amendment Signature date: |  |
| Updated Total Amount  | US$ |

|  |  |  |  |
| --- | --- | --- | --- |
| Modification number: |  | Amendment Signature date: |  |
| Updated Total Amount | US$ |

|  |  |  |  |
| --- | --- | --- | --- |
| Modification number: |  | Amendment Signature date: |  |
| Updated Total Amount | US$ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. PERFORMANCE / DELIVERY:** | 100%? **Yes🡪** |  | **No🡪** |  |

If “**No**”, identify and provide explanation of unperformed or undelivered items:

|  |
| --- |
|  |

Provide explanation of basis for closing-out if not 100% performed/delivered

(Include Contract Clauses – verbal agreement – written correspondence, etc.):

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Other comments: |  |

Approval of Project Director for Contract close-out:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Project Director´s Name | Signature | Date |

**B. REQUEST FOR VERIFICATIONS FOR CONTRACT CLOSE OUT**

|  |  |
| --- | --- |
| Comments if any: |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Procurement Director´s Name | Signature | Date |

**C. LEGAL COUNSEL ENDORSEMENTHAT DISPUTES ARE SETTLED**

|  |  |
| --- | --- |
| Comments if any: |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Legal Counsel´s Name | Signature | Date |

**D. FISCAL AGENT AND DIRECTOR OF ADMINISTRATION AND FINANCE CERTIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Amount paid: | US$ | Last payment date: |  |
| Balance if any: | US$ | Amount | US$ |
| Reference No. |  |

Comments if any:

|  |  |
| --- | --- |
| Comments if any: |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Fiscal Agent´s Name | Signature | Date |

No-objection:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Director of Administration and Finance´s Name  | Signature | Date |

**E. PROPOSED RETURN OF PERFORMANCE SECURITY TO CONTRACTOR/ VENDOR** (if applicable)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Project Director’s Approval | Signature | Date |

**F. FINAL APPROVAL OF CONTRACT CLOSE-OUT AND RETURN OF PERFORMANCE SECURITY**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Procurement Director´s Approval | Signature | Date |

**G. ACTUAL RETURN OF PERFORMANCE SECURITY TO CONTRACTOR/VENDOR**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA Project Director’s Approval | Signature | Date |

**H. DECOMMITMENT OF BALANCE OF FUNDS**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Recorded by MCA Director of Administration and Finance | Signature | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Recorded by MCA Fiscal Agent | Signature | Date |

**I. APPROVAL OF CONTRACT CLOSE-OUT**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| MCA CEO or Director Approval | Signature | Date |
|  |  |  |

**[[1]](#footnote-1)J. RELEASE OF CLAIMS**

I hereby affirm that I/entity name shall be legally responsible in the event of any payment, issue, or claim, litigation remaining with any of the Contractor’s sub-contractor, suppliers, personnel or other parties upon receipt of the final payment made by the MCA-(Entity) associated with the above Contract No …. and hereby indemnifies the Employer against all such payments, issues or claims. I/entity name also confirm that I, we, entity name, waive any additional claims, litigations, disputes arising out of the above referenced contract upon receipt of the final payment made by the MCA-(Entity).

Firm/Contractor Representative Approval Signature Date

1. The Contractor shall be allowed a reasonable time to review sign/return this form. If the time lapses for an contractor’s response without any such response, the Procurement Director within the MCA Entity forwards the Form to the MCA Entity’s director general or chief executive officer, or whoever is acting in his or her stead, for review and final action. [↑](#footnote-ref-1)