CONTRACT CLOSE-OUT

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | |  | |  | | | **Date Prepared:** |  | |
| **Project Manager:** | | |  | |  | **Contract Representative:** | | |  |
| **Vendor Performance Analysis**   |  |  | | --- | --- | | **What Worked Well:** | | | **Scope** |  | | **Quality** |  | | **Schedule** |  | | **Cost** |  | | **Other** |  | | **What Can Be Improved:** | | | **Scope** |  | | **Quality** |  | | **Schedule** |  | | **Cost** |  | | **Other** |  | | | | | | | | | | |
| **Record of Contract Changes**   |  |  |  | | --- | --- | --- | | **Change ID** | **Change Description** | **Date Approved** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **CONTRACT CLOSE-OUT**  **Record of Contract Disputes**   |  |  |  | | --- | --- | --- | | **Description** | **Resolution** | **Date Resolved** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Date of Contract Completion  Signed Off by  Date of Final Payment | | | | | | | | | |