

## **6 FAH-2 H-570 FINAL EVALUATION AND CLOSEOUT**

*(TL:CORH-2; 11-19-2003)  
(Office of Origin: A/OPE)*

### **6 FAH-2 H-571 GENERAL**

*(TL:CORH-2; 11-19-2003)*

a. A contract has been completed when all services have been rendered, all articles, material, and reports have been delivered and accepted; administrative actions accomplished; and final payment made to the contractor.

b. Contract closeout actions are primarily the responsibility of the contracting officer. However, the assistance of the COR is necessary to certify that all services have been rendered satisfactorily and all deliverables are acceptable. In the case of consulting contracts, the COR must complete an "assessment report" regarding the contractor's performance.

### **6 FAH-2 H-572 FINAL EVALUATION**

*(TL:CORH-2; 11-19-2003)*

a. When the contract expires, the contracting officer will send the COR a memorandum, requesting completion of closeout documentation. The documentation will consist of a completion certificate; a contractor evaluation form (Form DS-1771, *Contractor Past Performance Evaluation*; Form SF-1420, *Performance Evaluation – Construction Contracts*; or Form SF-1421, *Performance Evaluation – Construction Contracts (Architect – Engineer)*): see paragraph b for information on the Contractor Performance System); and a final payment and closeout certificate.

b. The Department of State subscribes to the Contractor Performance System (CPS) maintained by the National Institutes of Health. CPS is an Internet-based tool allowing contracting officers and CORs to input past performance information and view past performance information input by other agencies. Contracting officers with access to the Internet are required to use CPS to record past performance data for all contracts exceeding \$100,000, including options. In lieu of asking the COR to complete a Form DS-1771, the contracting officer may authorize the COR to input the data directly into the CPS. The contracting officer will provide instructions and guidance to CORs so authorized.

c. Form DS-1771 (or input of past performance data into the CPS) constitutes the COR's final evaluation of the contractor's performance for other than construction or architect-engineer services. As such, the COR should expound on all questions where explanations or statements are required. This information is very useful for future competitions where the same contractor may compete for another award. Form SF-1420 is used for construction contracts and Form SF-1421 is used for architect-engineer services. These forms may be accessed through the Intranet on the Directives Management web site.

## **6 FAH-2 H-573 CLOSEOUT**

*(TL:CORH-2; 11-19-2003)*

After the contracting officer receives the COR's closeout documentation, the contracting officer will initiate administrative closeout actions, e.g., requesting final audits, negotiating final settlements, etc. The COR must assist the contracting officer with respect to providing information and/or recommendations, as required.

## **6 FAH-2 H-574 THROUGH H-579 UNASSIGNED**