



Montana Department of Administration

State Procurement Services Division

DOA.mt.gov/SPSD • (406) 444-2575 • spsd@mt.gov

Contract Closeout Form

Per MOM Contract Management Policy, a contract closeout form must be completed for all state contracts established under Title 18, Chapter 4, MCA, and applies to all state agencies.

This form provides a checklist of the most common items and issues that need to be completed before formally closing a contract and provides an auditable record showing that each item/action was completed. Contract managers should work with the State Procurement Services Division (SPSD) to complete this form for all contracts issued through SPSP. They shall submit a completed copy to SPSP if the contract originated from the Division. For questions, please contact SPSP at 406.444.2575.

Contract Number:

Contract Title:

Contractor:

Contract Manager:

Provide the applicable Yes, No, or N/A for the following statements:

All services/supplies are provided according to contract terms and conditions.

During the contract term, were all services and/or supplies provided per contract terms?

☐ Yes ☐ No ☐ N/A

All outstanding issues settled.

Has the contract manager settled all outstanding issues or disputes with the contractor before the contract ends?

☐ Yes ☐ No ☐ N/A

Final Report(s) Received.

Has the contractor provided all reports as required by the contract before the contract end?

☐ Yes ☐ No ☐ N/A

State Issued Property Received.

Has the contractor returned state-issued keys, badges, tools, equipment, etc., to the contract manager?

☐ Yes ☐ No ☐ N/A

Performance Security Returned.

If the contract originated from the Agency, the contract manager verified that it was returned. SPSP will return security if the contract was originated by the Division.

☐ Yes ☐ No ☐ N/A



Montana Department of Administration

State Procurement Services Division

DOA.mt.gov/SPSD • (406) 444-2575 • spsd@mt.gov

Project Completion Notice.

18-2-421, MCA, requires that a notice of acceptance and the completion date of the project must be sent to the Department of Labor and Industry (DLI) when a public works contract (including service contracts) in the amount of \$50,000 or more is accepted by the public contracting agency.

☐ Yes ☐ No ☐ N/A

Final Payment Made, Including Holdbacks

All payments to the contractor should be completed before contract closeout.

☐ Yes ☐ No ☐ N/A

Total amount paid.

Provide the total amount paid to the contractor for the entire contract period.

\$ ☐ N/A

Record Retention Addressed

Review retention schedule GS4-Purchasing and Procurement Records at the Secretary of State website.

☐ Yes ☐ No ☐ N/A

Contract File Complete.

The contract file should contain, at a minimum, a signed contract, amendments, a record of payments to the contractor, proof of insurance, contract performance security (if applicable), and all relevant correspondence, including any complaint or dispute history per MOM Contract Management policy.

☐ Yes ☐ No ☐ N/A

Contract Manager Signature:
