

Contract Closeout Checklist

Government & Corporate Contracting

This checklist helps businesses ensure all contractual, administrative, and performance obligations are completed before formally closing out a contract. Proper closeout protects your business, supports future awards, and strengthens past performance records.

Note: Quin-Z Consultant Solutions, LLC provides administrative and operational guidance only. This checklist does not replace legal, financial, or accounting advice.

1. Scope & Performance Completion

- Confirm all deliverables were completed per contract scope
- Verify final milestones and performance requirements were met
- Confirm all change orders or amendments were completed and approved
- Ensure no outstanding tasks, services, or materials remain
- Document final acceptance by the client or contracting authority

2. Documentation & Record Finalization

- Organize contract documents (executed contract, amendments, SOWs)
- Compile performance documentation and work product
- Finalize inspection reports or acceptance confirmations
- Store communications related to contract completion
- Archive documentation in secure digital storage

3. Invoicing & Financial Reconciliation (Non-Financial Advisory)

- Submit final invoice(s)
- Confirm payment has been received in full
- Reconcile invoiced amounts with contract value
- Confirm retainage (if applicable) has been released
- Document payment confirmation

Quin-Z does not provide accounting or tax advice.

4. Subcontractor & Vendor Closeout

- Confirm subcontractors/vendors completed their scope
 - Verify subcontractor invoices have been submitted
 - Confirm subcontractor payments were processed
 - Collect subcontractor closeout documentation
 - Obtain final lien waivers or confirmations (if applicable)
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5. Compliance & Reporting (Gov & Corporate)

- Verify compliance obligations were satisfied
 - Confirm reporting requirements were submitted
 - Close out DBE/MBE/Tier II utilization reporting (if applicable)
 - Confirm insurance requirements expired or were released
 - Review audit or review requirements (if applicable)
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6. Past Performance & Evaluation

- Request client feedback or performance evaluation
 - Review CPARS (government) or internal performance review (corporate)
 - Address or document any performance concerns
 - Capture lessons learned for future contracts
 - Prepare past performance write-up for future proposals
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7. Renewal & Follow-On Opportunities

- Identify renewal, extension, or option-year opportunities
 - Review future procurement forecasts related to the client
 - Evaluate subcontract → prime transition opportunities
 - Update CRM with follow-on opportunity notes
 - Schedule post-project strategy review
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8. Internal Closeout & CRM Update

- Mark contract status as “Closed” in CRM
 - Upload final documents to client portal
 - Update readiness score or tier status
 - Archive contract in internal systems
 - Flag contract for future marketing or proposal use
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Optional Deliverables (Recommended)

- Contract Closeout Summary
 - Client testimonial request
 - Updated capability statement
 - Updated past performance library
 - Internal performance debrief
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Outcome

A properly closed contract strengthens your reputation, protects your business, and positions you for future awards.