



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Information Circular

PIC 14-07
December 11, 2014

AGENCYWIDE CONTRACT CLOSEOUT GUIDANCE

PURPOSE: To provide guidance that facilitates timely and efficient contract closeout through the standardized use of the Closeout Transfer Checklist (Contracts) and establishes Agency-wide goals for the effective transfer of expired contracts. This PIC applies to all contracts including purchase orders, task and delivery orders as defined in Federal Acquisition Regulations (FAR) 2.101.

BACKGROUND: A recent audit conducted by the NASA Office of Inspector General (OIG) found that NASA's closeout process is inconsistent across the Centers. In addition, the OIG found NASA: (1) was not timely in closing some contracts; (2) missed several key requirements in the closeout process, including the de-obligation of unspent funds; and (3) was not in receipt of all required contractor reports. Within the past five years, NASA has awarded an average of 12,000 contracts per year. As of October 2013, NASA had over 15,000 expired contracts – i.e. contracts for which the period of performance had passed – that had not been closed.

To address these issues, HQ Office of Procurement chartered a team to identify best practices for carrying out contract closeout activities. The team developed the NASA Closeout Transfer Checklist (Contracts), which prescribes the Agency's process for transferring expired contracts when using the Agency-wide closeout contractor.

GUIDANCE: The contract closeout process is the Contracting Officer's responsibility, in accordance with the FAR. An agency-wide closeout contract is in place to support the Contracting Officer in the closeout process. The Centers shall plan to utilize the Agency-wide closeout contract. When using the Agency-wide closeout contract, Contracting Officers and Contract Specialists must comply with the Closeout Transfer Checklist (Contracts) and timeframes identified below prior to forwarding the contracts to the Agency-wide closeout contractor.

Timeframes for Transfer of Files – Transfer of expired contracts to the Agency-wide closeout contractor shall be completed within the timelines below.

Contract Type	Transfer Timeline
All expired contracts using Simplified Acquisition Procedures (SAP)	30 days
All Firm-Fixed Price expired contracts, other than SAP	60 Days
All expired contracts requiring settlement of indirect cost rates	90 Days
All expired contracts not addressed above	90 Days

EFFECTIVE DATE: This PIC is effective as dated and shall remain in effect to the extent the Agency-wide closeout contract is in place.

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Enclosures:

[Closeout Checklist](#)