• Prior to submission of Engineering Change Proposals (ECPs) to the WAWF e-Business Suite, the department had limited capability to do automated contract closeout (ACCO).
  – At that time only MOCAS and the Army had automated closeout capabilities while the rest of the department had to “hand close” all contracts.

• An additional gap was that few contract writing systems collect or share closeout notifications.

• Coupled together these two issues impacted auditability and the timely recovery of excess funds.

• Manual contract closeout’s are, even in cases where no decisions are required, a painstaking process which consumes resources unnecessarily and Contract Closeout starts the clock for records retention, so without a closeout notification, systems keep records longer than is necessary.
WAWF Contract Closeout Solution

• DPAP submitted ECPs for the WAWF e-Business suite to create a new process supporting an automated contract closeout process across the department.
  – Automated Contract Closeout was implemented in version 5.7.2 in August of 2015.
  – Manual Contract Closeout was implemented in version 5.10.2 in June of 2017.

• The solution leveraged data from several WAWF e-Business suite applications:
  – WAWF
  – EDA
  – myInvoice
• ACCO was implemented based upon the authority in FAR 4.804-5(a) and DFARS 204.804-3.

• In order for the contract to qualify for ACCO processing the following criteria must be met:
  – WAWF: all shipments for the contract must be in a processed or extracted status, final invoice has been submitted and has a “Paid” status (updated from myInvoice data).
  – Admin Office: must not be DCMA unless the location code is on an exemption list.
  – EDA: contract must be in EDA as PDS data, reflects Firm Fixed Price, Contract Value does not exceed $500,000 (parameterized) and there are no clauses associated with the contract requiring administrative actions.
• If any of the following clauses are present on the document, ACCO will not occur:

FAR 52.211-11 Liquidated Damages – Supplies, Services, or Research and Development
FAR 52.216-7 Allowable Cost and Payment
FAR 52.227-9 Refund of Royalties
FAR 52.227-11 Patent Rights – Ownership by the Contractor
FAR 52.227-13 Patent Rights – Ownership by the Contractor
FAR 52.232-16 Progress Payments
FAR 52.232-29 Terms for Financing of Purchases of Commercial Items
FAR 52.232-30 Installment Payments for Commercial Items
FAR 52.232-32 Performance-Based Payments
FAR 52.245-1 Government Property
FAR 52.248-1 Value Engineering
Once identified as eligible for ACCO the contract is placed on a list and a timer is systematically set for 60 days. During that period a user with a role of Contracting Officer may place the ACCO action on hold.

At the end of the 60 days, the ACCO process will generate a Contact Close Notification and forward to the Org email address associated with the CAGE for the final invoice.
• The Contract Closeout capability was expanded to provide for the closure of contracts that do not qualify for ACCO. The new process provided for a “manual” worksheet that will capture the elements required to closeout complex contracts.

• Based upon much of the previous criteria regarding data in WAWF and EDA, the worksheet may be either auto-generated by the Contract Closeout utility or created manually by a Contracting Officer.
  • Using either method to generate the worksheet, the clauses and data on the Contract Closeout worksheet will be populated from data within WAWF and EDA.
• The worksheet provides a variety of items to be “marked off” in order to process with worksheet. These steps may be auto-generated and then updated as necessary by a Contact Specialist or Contracting Officer.

• Following review by a Contracting Officer, the worksheet will be routed to the parties responsible for marking action items as completed.

• Those parties will mark all action items as “Complete” or “NA” and will have the option to add an attachment.
• Once all action items on the worksheet are accounted for, the completed worksheet will be reviewed and signed by the Contracting Officer and a 567C will be sent to EDA to close out the contract.
WAWF Contract Closeout Workflow

1. Final Invoice marked as ‘Paid’ via MyInvoice
2. CCO Application
3. WAWF
4. PDS XML
5. EDA
6. KO/VS
7. KO/VS, Responsible Parties, Patent Officer, Security Officer
8. KO Signs Completed Worksheet
9. 567C Generated
10. Contract meets Automated Closeout Criteria
11. Wait 60 Days (parameter)
12. 567C Generated
13. 567C
14. 567C
15. KO to notify that Worksheet is complete
16. KO/VS marks Action Items “Complete” or “NA”
The community that primarily accesses the Contract Closeout (CCO) module is the same community that accesses the Contract Deficiency Report (CDR) module, therefore the CCO module leverages the CDR group structure, registration process, and full EDA POC administration.

During registration, the user selects EDA as the application they will be using. This access request provides access to the CDR roles and CCO roles.

<table>
<thead>
<tr>
<th>CDR Roles</th>
<th>CCO Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>Contracting Specialist</td>
</tr>
<tr>
<td>ACO Assignee</td>
<td>Contracting Officer</td>
</tr>
<tr>
<td>PCO Assignee</td>
<td>View Only</td>
</tr>
<tr>
<td>Reviewer</td>
<td></td>
</tr>
<tr>
<td>CDR POC</td>
<td></td>
</tr>
</tbody>
</table>
On registration for EDA, the Contract Deficiency Reports section includes Contract Closeout since the applications share a similar user base. The Contract Closeout roles are displayed in the Role menu drop-down: Contract Officer, Contract Specialist, and View Only. The CDR users registered for ACO Assignee, PCO Assignee, Initiator, and Reviewer will automatically gain access to CCO as a Contract Specialist for the associated Location Code(s).
• Contracting Specialist (KS) supports the Contracting Officer (KO) and can do everything in the Contract Closeout process except sign and close the contract.

• Each KO/KS is tied to at least one location code within the CDR group structure.

• The KS Release Flag for each location code is defaulted to ‘Yes’. It is only editable by the Primary or Secondary POC for the Command/Service/Agency (C/S/A) where the location code currently resides.

• An organization email should exist for each KO/KS location code. If an organizational email does not exist, all Contract Closeout notifications will be sent to the Group Administrator.

• The CDR group structure is used to identify the EDA POC associated with the KO and KS.
The following roles may have access to the Contract Closeout Module:

- EDA User with Special Role “Upload/Inactivate Contracts” – for the ‘hold’ functionality
- Contracting Officer – to view, hold, create, update, release and close a manual CCO worksheet
- Contracting Specialist - to view, hold, create, update and release (if authorized) a manual CCO worksheet
- EDA POC for Contracting Officer/Contracting Specialist – view only
- SAM/HAM – view only
- CCO View Only role – view only
System Demo of Contract Closeout Module

(backup slides)
Logon to WAWF e-Business Suite as a CCO Contracting Officer, click on the Contract Closeout application icon on the Portal page.
System Messages and menu options are displayed on the Home page of the Contract Closeout Module. Note that the ‘Create’ menu option is only available for the Contracting Officer and Contracting Specialist.
Click the ‘Contract Closeout Worksheet’ link from the ‘Create’ menu drop-down.
Create a Contract Closeout Worksheet Manually

On the Contract Closeout Worksheet – Create screen, enter all mandatory fields then click the ‘Populate Worksheet’ button.
When the user enters a date in the Date of Physical Completion field, the Target Completion Date will be automatically calculated.
Once the user clicks the ‘Apply Changes’ button, a popup message will be displayed. Click ‘OK’ from the popup to continue.
In the Contract Closeout Checklist section, the Action Items are prepopulated from the contract. Action Items may be added, edited and deleted by clicking the respective links.
Upon clicking the ‘+ Add Action Item’ link, a popup list will be displayed to allow the user to add more items.
After selecting an Action Item, click the ‘Save’ button.
The new Action Item is now displayed in the Contract Closeout Checklist table.
Upon clicking the ‘Edit’ link, a popup window will be displayed to allow the user to add required data to an item and add attachments.
In the ‘Item Data’ tab, the user will enter the required data. A lookup is available for the ‘Responsible Org Location Email’ based on the location code. If no org email exists, an email address must be entered.
In the ‘Attachments’ tab, the user may upload file attachments.
After clicking the ‘Save’ button from the previous popup window, item data will be added to the Contract Closeout Checklist table.
The ‘Save’ button is available on the bottom of the screen. User can click the ‘Save’ button to save the worksheet and work on it later.
Create a Contract Closeout Worksheet Manually

The Contract Closeout Worksheet has been successfully saved. Notification emails are not distributed while the Contract Closeout Worksheet is in a 'Saved' status.

Once the user clicks the ‘Save’ button, a success message will be displayed on the top of the page.
To find the ‘Saved’ copy of the worksheet, click the ‘Contract Closeout Worksheet’ link from the Search menu drop-down.
The search screen for ‘Contract Closeout Worksheet’ includes a ‘Status’ field that lists all statuses or stages of the worksheet.
Enter the contract data into the search fields then click the ‘Search’ button.
The ‘Saved’ copy is now displayed on the Search Result screen. Click on the Contract Number link to open the worksheet.
The Contractor CAGE Code, Name and Address are pre-populated from EDA for the contract.
Create a Contract Closeout Worksheet Manually

The Contract Administration Office (Admin By) DoDAAC, Name, and Address are pre-populated from EDA for the contract.
If the Admin By that is pre-populated is incorrect, the Contracting Officer can reassign the worksheet to the correct Admin By, by clicking the ‘Reassign’ button.
Upon clicking the ‘Reassign’ button, a popup window will be displayed allowing the Contracting Officer to enter the correct Admin By location code, email address and comments.
Upon clicking the ‘Save’ button, the Admin By location code will be updated on the worksheet and an email notification will be sent to the assigned location code org email.
Create a Contract Closeout Worksheet Manually

Success

- The Contract Closeout Worksheet has been successfully submitted.
- Status is: Initiated

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>W56HZV15P0344</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Order Number</td>
<td></td>
</tr>
<tr>
<td>Issue By Location Code</td>
<td>W56HZV</td>
</tr>
<tr>
<td>Admin By Location Code</td>
<td>S0602A</td>
</tr>
</tbody>
</table>

A success page is displayed and the worksheet will show up in the assignee’s Contract Closeout Worksheet folder.
Now, open the worksheet as the new Admin By assignee from the Contract Closeout Worksheet search folder.
A history entry for the Admin By reassignment is displayed in the Contract Administration Section.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Action</th>
<th>Assigned From</th>
<th>Assigned To</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cora Leung</td>
<td>2017/06/26</td>
<td>S2401A</td>
<td>S0602A</td>
<td>Incorrect Admin By DoDAAC ‘S2401A’.</td>
</tr>
</tbody>
</table>
Create a Contract Closeout Worksheet Manually

The Purchasing Office (Issue By) DoDAAC, Name, and Address are pre-populated from EDA for the contract.
Create a Contract Closeout Worksheet Manually

The Last Modification Number is pre-populated from EDA for the contract.
The Excess Funds field is mandatory. From the menu drop-down, select ‘Y’ for Yes and ‘N’ for No. When ‘Y’ is selected from the Excess Funds menu drop-down, Excess Funds Value will be mandatory.
Create a Contract Closeout Worksheet Manually

<table>
<thead>
<tr>
<th>Last Modification Number</th>
<th>Excess Funds</th>
<th>Excess Funds Value ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00001</td>
<td>Y</td>
<td>598.98</td>
</tr>
</tbody>
</table>

**IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE**

<table>
<thead>
<tr>
<th>Final Payment Voucher Number</th>
<th>Final Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCN1204</td>
<td>2017/06/26</td>
</tr>
</tbody>
</table>

**IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE**

<table>
<thead>
<tr>
<th>Final Invoice Number</th>
<th>Final Invoice Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV1204</td>
<td>2017/06/23</td>
</tr>
</tbody>
</table>

**Initiator Remarks**

- CORA LEUNG

**Initiator Name** | **Initiator Date**
--- | ---
CORA LEUNG | 2017/06/26

Final Payment Voucher Number/Date, Final Invoice Number/Date, and Shipment Number/Date are mandatory fields.
Create a Contract Closeout Worksheet Manually

<table>
<thead>
<tr>
<th>Final Payment Voucher Number</th>
<th>Final Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCN1204</td>
<td>2017/06/26</td>
</tr>
</tbody>
</table>

IF FINAL APPROVED INVOICE FORWARD TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE

<table>
<thead>
<tr>
<th>Final Invoice Number</th>
<th>Final Invoice Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV1204</td>
<td>2017/06/23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipment Number</th>
<th>Shipment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHP1204</td>
<td>2017/06/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Name</th>
<th>Initiator Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORA LEUNG</td>
<td>2017/06/26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contracting Officer Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contracting Officer Name</th>
<th>Contract Close Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN DOE</td>
<td></td>
</tr>
</tbody>
</table>

Click the ‘Create’ button to put the worksheet in an “In Progress” status.
A Success page is displayed. Email will be sent out to the org email of the responsible parties informing them that their action is required.
This email was generated in a Jax TEST 5.10.1 environment. If you are a PRODUCTION user, then please ignore it.

Action is required on the following Contract Closeout Worksheet:

Contract Number: W56HZV15P0344
Delivery Order Number:
Issue By: W56HZV
Admin By: S0602A

You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link. After 30 days have passed, no additional emails will be sent.

Please use the link below and follow the steps provided to mark your action as "Complete" or "N/A".
https://bullrog.caci-op.com/closeout/worksheetAllReview?email=coleung%40caci.com&token=35a5c3c26bb89cae729f6cb5c0ffde29fbd8a9d254e3c180422837196cbdc3d1

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

This is a sample of the organizational email for the responsible parties and it will contain a link with a token.
Upon clicking the link in the responsible party’s email, a browser page will be displayed containing the required action(s) to be completed. Click the ‘Edit’ link under the Action column.
The Forecast Completion Date may be automatically calculated based on the action item, contract type, and physical completion date.
Enter all the mandatory fields on the Item Data tab and attachments are optional. Once complete, click the ‘Save’ button.
Now, click the ‘Submit’ button to update the Contract Closeout Worksheet with the information.
A success message is displayed after submission. The worksheet status will remain as ‘In Progress’.
As a CCO Contracting Officer, locate the worksheet in the Contract Closeout Worksheet Search folder.

<table>
<thead>
<tr>
<th>Item</th>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Admin By</th>
<th>Issue By</th>
<th>Status</th>
<th>Initiated Date</th>
<th>Target Closeout Date</th>
<th>Last Action Taken Date</th>
<th>Action Items Completed Date</th>
<th>Contract Close Date</th>
<th>DCAA Audit Complete</th>
<th>Percent Complete of Action Items (Steps)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>W56HZV15P00044</td>
<td>S060A</td>
<td>W56HZV</td>
<td>In Progress</td>
<td>2017/06/26</td>
<td>2019/02/26</td>
<td>2017/06/26</td>
<td>2017/06/26</td>
<td>25%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
After steps have been completed by responsible organizations, the steps will not be editable by the KO/KS. The KO/KS may send an email reminder to responsible organizations for incomplete steps by clicking the ‘Send Reminder’ link.
Once all of the action items have been marked as “Complete” or “N/A” by either the Contracting Officer/Specialist or the responsible party, click the ‘Submit’ button.
Success

- The Contract Closeout Worksheet has been successfully submitted.
- Status is: Ready to Close

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>W56HZV15P0344</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Order Number</td>
<td></td>
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<tr>
<td>Issue By Location Code</td>
<td>W56HZV</td>
</tr>
<tr>
<td>Admin By Location Code</td>
<td>S0602A</td>
</tr>
</tbody>
</table>

A success screen is displayed indicating that the worksheet is in “Ready to Close” status.
Open the worksheet from the Contract Closeout Worksheet Search Result screen.
The Contracting Officer must click the ‘Complete’ button to sign and complete the closeout.
Upon clicking the ‘Complete’ button, a signature popup window will display. The Contracting Officer must click the ‘Sign and Submit’ button to digitally sign the worksheet and close the contract.
Upon successful completion of the Contract Closeout Worksheet, a success page will be displayed and a 567C extract will be generated.
On the Contract Closeout Worksheet Search Result screen, the status is now shown as ‘Complete’.
Once the 567C extract is generated, the status for the worksheet will be set to ‘567C Sent’.
The ‘Search’ menu option contains the link to put contracts on hold. Note that the ‘Contract Closeout Worksheet’ link is not available to the EDA User with Special Role “Upload/Inactivate Contracts”.
EDA users with the Special Role “Upload/Inactivate Contracts” are able to place documents that are awaiting extract (EXTRACT_FLAG = ‘A’) on hold to prevent automated closeout.
From the Action menu drop-down, select ‘Y’ to put the document on hold or ‘N’ to un-hold the document. Then click the ‘Submit’ button.
QUESTIONS?