

4. CORPAST

SUBJECT: Contract No. _____
Contractor: _____
For (Brief Description Title) _____

TO: _____
Contracting Officer

FROM: _____
Contracting Officer Representative

Enclosed is an evaluation form for the above referenced contract that is required in order for our office to close out the contract. Please complete, sign, and date the enclosed form and return to:

USDA, ARS, PPD, _____ Branch
ATTN: _____

If you have any questions, please contact _____ at _____.

Sincerely,

Contracting Officer
_____ Branch

Enclosure

USDA:ARS:AFM:PPD:(branch initials):(writers first initial+last name):(typist initials):(file name):(Disk No.):__/__/2000

revised: (11/03/2000)
(w:\share\ppdsop.dir\corpast.wpd)

COR Checklist

Contract No. _____

Contractor _____

The contractor's performance under the subject contract has been evaluated and data pertinent to the closing of the contract file is as noted below:

1. All reports required under the terms of the contract () have been furnished;
() have not been furnished and the list of exclusions is attached.
2. There () was or () was not Government Furnished Property (GFP) provided or acquired under the subject contract. If GFP is involved the disposition instructions will be provided under separate correspondence or is attached.
3. The contractor's performance was () outstanding; () satisfactory;
() unsatisfactory. A narrative supporting the checked rating is attached.
4. All deliverables items/services required by the terms of the contract () have been received and accepted; () have not been received; or () have been received but not accepted; and the exceptions are attached.
5. COR Certification

I hereby recommend that the following action be taken:

- () Contract requirements have been met satisfactorily and are accepted; closeout action is appropriate.
- () Delay closeout and final payment (give reasons below or in attachment statement).

(Signature)

Date

(Print Name)