|  |  |
| --- | --- |
| **LPA** |  |
| **Primary Contact** |  |
| **Consultant Name** |  |
| **Project Name** |  |
| **MCA Number** |  |
| **Supplemental Agreement Number** |  |
| **Key Number** |  |
| **LPA Contact Number** |  |
| **Contract Amount** |  |
| **Contract Execution Date** |  |
| **Contract Completion Date** |  |
| **Procurement Type** | Direct Appointment  Informal Selection  Formal Selection |

**Confirmation**

**I confirm that, to the best of my knowledge and based on review of the agreement and closeout documentation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has satisfactorily preformed the work requirements of this contract. All tasks have been completed and all required deliverables have been submitted and found to meet the requirements of the contract. Final expenditures have been billed and final payments have been made by agency. Further, it has been verified that all sub-contractors used during this project have been paid for all services. With closure of this contract, and by signing this document, neither party is surrendering rights or being released from obligations made in the contract.**

**Final Report/All Deliverables Received and Accepted**  **Yes**  **No**

**Performance Evaluation(s) Completed**  **Yes**  **No**

**Final Payment to Consultant**  **Yes**  **No**

**Procurement and Contract Administration Files Complete**  **Yes**  **No**

|  |  |
| --- | --- |
| **Authorized LPA Signature** | **Date** |
|  |  |