



QUICK REFERENCE GUIDE:

PSA Contract Closeout

Background:

Once PSAs reach their expiration date and either the release from agreement has been returned fully executed or closeout letter has been sent to the contractor and the evaluation completed and been sent to Contracts, and the contractor the contract must be closed in AWP.

Roles:

PSA User

Navigation:

Construction > Contract Administration > Contract

1. Adjust the **PSA Close** toggle to reflect how the contract was closed (*Closeout Letter* or *Release from Agreement*)
2. If an evaluation has been completed check the **Performance Evaluation** box.
3. Navigate to the **Contract Times** tab and toggle the first **Req For** toggle to **Neither**.
 - a. Select the **Range Fill** (the upside-down triangle) next to the **Req For** label and select **All Rows**.
4. From within the **Contract Times** tab, navigate to the **Site Times** (below the Informational times) and enter the date the PSA is closed in the **Actual Completion Date**. Click **Save**.
5. Return to the Contract Administration summary, select the **Component Actions Menu**, and click **Close**.
 - a. In the modal window enter: The name of the person who closed the PSA (i.e. PSA Closed by Susan Summers).

Next Steps:

If the Contract was closed in error or needs to be re-opened, navigate back to the Contract Administration Summary, click the **Component Actions Menu**, and select **Reopen**. Enter the reason why you are reopening the contract in the **Comments** field and click **Save**.