

January 20, 2023

Re: CONTRACT CLOSE OUT FOR A&E CONTRACTS - INSTRUCTIONS AND SUBMISSION

To Whom It May Concern:

These instructions are specific to Architectural and Engineering (A&E) Services contracts with the Maryland Department of Transportation State Highway Administration (MDOT SHA). The purpose of this letter is to provide instructions to consultants and MDOT SHA offices and districts for contract close out submissions for A&E Services contracts.

The following process must be adhered to by all interested parties to properly close out A&E contracts:

MDOT SHA Office or District:

1. The MDOT SHA office or district who is the owner of the contract is responsible for issuing a letter to the consultants requesting that all invoices for outstanding work be submitted by a specific date (e.g., within 30 days from the date of the letter). The letter will include a section for the consultant to complete indicating whether the final invoice has been submitted for the contract. If the final invoice has not been submitted, the consultant must provide the number of additional invoices to be issued. The consultant must sign and return the letter to the office or district. A template letter is included as *Attachment A – Consultant Final Invoice Letter – Template*.
2. After the final invoice has been issued for the contract, the office or district will send a memo to the Office of Procurement and Contract Management (OPCM) notifying them of the completed contract. After OPCM has signed the letter, a completed copy will be sent to the Office of Audits and the Office of Equal Opportunity. A template letter is included as *Attachment B – Contract Close Out Letter – SHA – Template*.

Consultants:

Consultants must be ready to provide all required documents, invoices, etc. to MDOT SHA within the requested time.

For any questions you may have regarding this process, please contact the OPCM Deputy Director via email at OPCM@mdot.maryland.gov.

Sincerely,



Alex Webb, MBA
Deputy Director, OPCM, MDOT SHA

cc: Ms. Jada Wright, Director, OPCM, MDOT SHA

Att: No. 1, Consultant Final Invoice Letter – Template
No. 2, Contract Close Out Letter – SHA - Template



STATE HIGHWAY ADMINISTRATION

Wes Moore Governor
Aruna Miller Lieutenant Governor
James F. Ports, Jr. Secretary
Tim Smith, P.E. Administrator

[DATE]

[Firm Primary Liaison First & Last Name]
[Firm Name]
[Firm City, State, Zip]

Dear [Primary Liaison First & Last Name]:

We believe that all required work has been completed on contract number BCS XXXX-XX which had a start date of [Month Day, Year] and an expiration date of [Month Day, Year]. Accordingly, all invoices for outstanding work are to be submitted within 30 days of the date of this letter.

Please confirm in the space provided below whether the final invoice has been submitted. If the final invoice has not been submitted. Please provide the number of additional invoices to be issued.

- YES - the final invoice has been submitted for BCS XXXX-XX.
NO - there will be additional invoices issued for BCS XXXX-XX.

Please sign in the space provided and return this letter to MDOT SHA for our records. If you have any questions, contact me at [phone number] or by e-mail at [MDOT email].

Sincerely,

[First Name Last Name, Title]
[Division Name]
[Office or District Name]

Primary Liaison First Name & Last Name

Date

Primary Liaison Signature

Primary Liaison Title

MEMORANDUM

TO: OPCM DIRECTOR, [FIRST NAME LAST NAME]
FROM: [REQUESTOR TITLE, FIRST NAME LAST NAME]
SUBJECT: CLOSE OUT OF CONSULTANT CONTRACT
[INSERT PROJECT DESCRIPTION]
[INSERT BCS #]
DATE: [INSERT DATE]
RESPONSE
REQUESTED BY: [TYPICALLY 3 DAYS]

PURPOSE OF MEMORANDUM

To request your approval and signature to close out BCS [XXXX-XX].

SUMMARY

The consultant firm of [Consultant Legal Name] has satisfactorily completed all of their contractual obligations for [Contract Description] BCS [XXXX-XX] as provided for in the Agreement dated [Contract Start Date - Month Day, Year].

Total Dollar Amount Spent: \$ [xxx,xxx.xx]

Total MBE Dollar Amount Spent: \$ [xxx,xxx.xx]

By this communication, I am respectfully requesting that the BCS [XXXX-XX] Agreement be closed out.

APPROVAL

[First Name Last Name]
OPCM Director

Date

Cc: [First Name Last Name], Division Chief, OPCM, SHA
[First Name Last Name], Deputy Director, OPCM, SHA
[First Name Last Name], Director, OEO, SHA
[First Name Last Name], Director, OA, SHA