



SUBCONTRACT CLOSEOUT MEMORANDUM

DATE:

TO:

FROM:

Project ID:

Subcontract No:

Subcontractor:

Subcontract Value: \$

Expiration Date:

Invoiced Amount: \$

The subject Subcontract is undergoing closeout processing. Please confirm that all technical requirements of the Subcontract have been satisfied by completing the following and returning this memorandum within three days.

Yes ___ No ___ 1. Physical Completion. Has the Subcontractor satisfactorily completed all technical requirements of the Subcontract, including the quality and quantity requirements? If "No", provide an estimated completion date: _____ and a reason for the delay: _____

Yes ___ No ___ 2. Final Payment. Do you agree the invoiced amount stated above is the full amount to be paid to the subcontractor? If "No", please email the Closeout Specialist for resolution.

Yes ___ No ___ 3. Scientific and Technical Reports. Was any scientific or technical information (STI) received from the Subcontractor (see the RFP Scientific and Technical Publication Requirements)? If "Yes", submit each report to the LBNL Library Report Coordination Office at the following web site: https://commons.lbl.gov/.../ReportCoordination. Your signature certifies that all STI received from the Subcontractor have been submitted to RCO.

Yes ___ No ___ 4. Inventions. In your opinion, were any inventions conceived or first actually reduced to practice under the Subcontract (i.e., were any new and useful machines, computer programs or models, articles of manufacture, compositions of matter, or methods or processes or improvements developed)? If yes, briefly describe: _____

Yes ___ No ___ 5. Government Furnished or Subcontractor Acquired Property. Was any property furnished to the Subcontractor or any property acquired by the Subcontractor that should be delivered to the Lab? If "Yes", please answer the following questions:

Yes ___ No ___ N/A ___ All Government Furnished Property has been returned to the Lab.

Yes ___ No ___ N/A ___ All deliverable Subcontractor Acquired Property has been delivered to the Lab.

Yes ___ No ___ 6. Unresolved Issues or Claims. Are there any unresolved issues? If the answer is "Yes," briefly describe: _____

(Attach memo, with details, if necessary.)

Signature: _____ Date: _____