

Automation Name	Automated Contract Closeout
Implementing Agency	Defense Logistics Agency (DLA)
Description of Automation	<p>This automation supports automated contract closeout by performing the following activities:</p> <ol style="list-style-type: none">1. Check for contract expiration date2. Check for open delivery orders3. Check for unmet guaranteed minimums4. Check for Mechanization of Contract Administration Services (MOCAS) close date (if applicable)5. Check for firm fixed price6. Check for liquidated damages7. Check for commercial financing8. Check for terminations9. Generate a DD1594 which will be posted to Records Management system <p>Provided all conditions are met for closeout, the automation will extract contracts that are eligible for contract closeout and proceed to close out the contract.</p>

Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	DLA estimates 300 actions per month x 12 months x 30 minutes per action = 1800 hours of potential benefit
Automation Status	In Production and Deployed / Managing the Solution
Agency ATO Completed	Yes
Timeline: Time to Develop	24 months
Timeline: Key Milestones and Dates	Initial version of functional specifications created January 2020
Is the automation exportable for use by another agency?	Code uses fields that are unique to DLA. Code can be made available to other federal agencies upon request.
Primary Data Sources	Data contained within DLA's Enterprise Resource Planning (ERP) Central Component (ECC) and Supplier Relationship Management (SRM) systems.

POC Contact	DLA, Procurement Process & Systems Division (J76)
Lessons Learned	Collecting standardized information about potential RPA use cases can facilitate evaluation and selection of high value processes. DLA created an RPA Opportunity Questionnaire that contains a standard set of questions that are used to assess the viability of a use case.