

Automation Name	Contract Closeout Bot
Implementing Agency	Department of the Interior (DOI)
Description of Automation	DOI's Business Integration Office (BIO) has deployed an unattended robot to tackle contract close-out actions by capturing, analyzing, drafting modifications, and emailing Contracting Officers (CO) a list of expired contracts for potential closure.
Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	DOI is implementing RPA to reduce employees' workload and errors associated with closing contracts. The bot returns leftover balances to bureaus and offices while shifting employees time from lower value to higher value work. The Contract Closeout Bot will review an estimated \$3 billion spent annually in more than 7,300 contracts and recapture up to \$80 million in leftover balances while saving nearly 12,000 hours in human work hours.
Automation Status	In Production and Deployed / Managing the Solution

Agency ATO Completed	Yes
Timeline: Time to Develop	6 months
Timeline: Key Milestones and Dates	In fiscal year (FY) 2020, DOI began using the bot to assist with closing most types of contracts.
Is the automation exportable for use by another agency?	The automation code is not available to other agencies.
Primary Data Sources	Data is from the DOI Financial and Business Management System
POC Contact	DOI, Interior Business Center
Lessons Learned	DOI used a phased approach to deploy its contract closeout bot. Initial phases included engaging a contractor to explore how RPA can simplify the work associated with contract closeout and deploying bot functionality to assist with closing simplified acquisitions with small balances remaining. The final bot deployment addressed the more complex types of contracts.