

Automation Name	Automated Notification of Non-Reconciled Awards
Implementing Agency	Department of Justice (DOJ)
Description of Automation	<p>The automation performs checks of contract data elements that are used to populate a closeout eligibility report, and then prepares and sends notifications based on results. The automation does not build the closeout file but is primarily an alert.</p> <p>The automation kicks off with an agency employee sending an email with a date range for the process to run against. A check of contract data elements is then performed along with identifying the Contracting Officer (CO) name and email address. Emails are automatically generated that notify COs that the contract expiration dates have passed and the files are ready for closeout.</p>
Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	<p>Key benefits include:</p> <ul style="list-style-type: none"> • streamlined more efficient processes; • improved accuracy; • reduction in workforce time spent on manual tasks; • fewer administrative errors; • increase in compliance; and • quicker access to accurate timely information.

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 production in November 2020
Is the automation exportable for use by another agency?	Yes, the automation code can be made available to other agencies.
Primary Data Sources	Data comes from DOJ's Unified Financial Management System (UFMS).
POC Contact	DOJ, Office of Acquisition Management