

Deployed Bureau-wide Use (Yes)

Automation Code Exportable to Other Agencies (No)

Seeking Partner Agencies (No)

Automation Name	Contract Closeout Initiation
Implementing Agency	Department of Health and Human Services (HHS)
Description of Automation	This automation initiates the contract closeout process on expired contract actions. The automation process includes gathering financial, Contracting Officer Representative (COR), and vendor information. Once the information has been gathered, human intervention is needed to determine next steps.
Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	Reduced repetitive manual tasks and increased contract close out activities between 75% to 300% per month.
Automation Status	Deployed
Agency Authority to Operate (ATO) Completed	Yes

Deployed Bureau-wide Use (Yes)

Automation Code Exportable to Other Agencies (No)

Seeking Partner Agencies (No)

Timeline: Time to Develop	6 months
Cost to Develop	\$90K
Primary Data Sources	HHS Unified Financial Management System (UFMS) – Financial Data HHS Consolidated Acquisition Solution (HCAS) – Contract Data SAM.gov – Vendor Data
Is the automation available to other agencies?	No
Lessons Learned	Don't look to automate the As-Is process. Document the As-Is process and look for process improvements. Use Lean 6-sigma to assist with determining the to-be process.
Point of contact	Doris Gibson, doris.gibson@hhs.gov