Deployed (Yes)
Automation Code Exportable to Other Agencies (No)
Seeking Partner Agencies (No)

Automation Name	Closeout Automated Robotic Assistant – CLARA
Implementing Agency	General Services Administration (GSA)
Description of Automation: Capabilities & Limitations	**Capabilities** CLARA offers users four automation pathways for contract closeout support: 1. Prepare a Contract's Release of Claims 2. Conduct a Contract's Financial Review 3. Conduct a Contract's Financial Review and Close the Contract to 4. Draft a Contract's De-Obligation Modification[1] as required by agency-specific policies and procedures CLARA provides a financial review to contracting officers at any point in the contract's life including closeout. Contracting Officers can review this financial review report prior to requesting a full contract closeout. If requested, CLARA will fully close the award in the procurement system including all necessary filing. CLARA uses the financial review to identify financial eligibility for closeout and will not close awards with unliquidated obligations. If it identifies unliquidated obligations, CLARA can then create a corresponding modification[1] only for the purpose of de-obligation funds. The automation will notify the contracting officer when the modification is ready for signature. After the modification execution, CLARA can fully close out the award.

[1] According to Federal Acquisition Regulation (FAR) Subpart 4.804-5, "Procedures for Closing Out Contract Files," the contracting officer is responsible for executing the

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	Limitations The CLARA Closeout Robotic Assistant provides elements of support throughout the contract closeout process[2]. The automation drafts documentation for Contracting Officer review, execution, and decision making. However, all users, including Contracting Officers, remain accountable for diligently fulfilling their responsibilities and ensuring adherence to applicable, policy and regulatory requirements before executing documentation drafted by CLARA.
Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	Use of the tool reduces administrative burden to the workforce while promoting compliance. In addition, as a result of using the bot, GSA estimates savings of 36,000 hours/year.
Automation Status	Deployed
Extent Deployed	Department-wide

actions necessary to close out the contract, including de-obligating funds. However, the FAR does not explicitly prescribe a specific method or require a contract modification to de-obligate the remaining funds. Each agency may have its own internal policies and procedures for de-obligating funds during contract closeout, which may involve issuing a contract modification by a Contracting Officer. The specific requirements can vary from agency to agency. It is advisable to consult agency-specific guidance, policies, procedures, and supplemental regulations to ensure compliance with requirements pertaining to the preparation of modifications for de-obligating funds during contract closeout.

[2] For a complete list of steps in the contract closeout process, see Activity 51 in FAI's Contracting Professionals Smart Guide (CPSG).

Deployed (Yes)
Automation Code Exportable to Other Agencies (No)
Seeking Partner Agencies (No)

Agency Authority to Operate (ATO) Completed	No
Primary Data Sources	• EASi (GSA's Electronic Acquisition System Integrated) - contract information, obligation values, accounting string balances, modification drafting, project names and descriptions. • Pegasys (GSA's core financial system) - payment records, invoices, receiving reports. • Oracle Business Intelligence - contains EASi and Pegasys data for obligation values, payments, received amounts, accepted amounts, variance identification, open items, retainage activity, open orders, etc...
Is the automation exportable for use by another agency?	No
Video Demonstration	Contract Financial Review Pathway Demo: https://vimeo.com/gsavisualcommunications/review/665329394/d98c509684
Point of contact	joslann.igoe@gsa.gov
Supplementary materials	• CLARA Info Sheet • CLARA Process Map