

I. Closing a Contract in the LPA DBE System

1. Click on “Search” in left margin, and then “Contracts”

Search: Contracts

Users | Vendors | **Contracts**

Search your organization's contract database. Enter information into any of the boxes below and click **Search**. Some parameters are required.

Search First 20 Matches | Search All Matches | Clear Form

Search Parameters

CONTRACT/REFERENCE NUMBER
(Contract number, financial system reference, project number)

CONTRACT TITLE

CONTAINING TEXT
(Contract description, summary, notes, comments)

CONTRACTOR
 Prime Subcontractor Either

2. Enter “Contract/Reference Number” and click on “Search All Matches”

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Search Parameters

CONTRACT/REFERENCE NUMBER
(Contract number, financial system reference, project number)

CONTRACT TITLE

CONTAINING TEXT
(Contract description, summary, notes, comments)

CONTRACTOR
 Prime Subcontractor Either

3. Select the relevant “Contract Number” and click on “Main”

Search: Contracts

Users | Vendors | **Contracts**

Here's a list of the contracts that matched your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

Click the **Transaction Number** to view that Contract or the **Vendor Name** link to view that vendor's profile. To refine or expand your search use the search table at the bottom of the page.

To resort, click a column title.

Contract Number	Contract Title	Prime Contractor	Contract Amount & End Date	Status	Actions
	All	All	ALL	All	Open Main View All

4. Click on “Closeout”
5. Enter “Close Date”
6. Then “Close out Contract”

Contract Management: Close Contract

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | **Closeout**

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Site Visits | Reports

SZ12901X: 171677 - Bicycle/Pedestrian Program Services
 Prime: Living Streets Alliance
 8/10/2017 - 8/9/2018

Close Contract

Contract Status: **Open**

Close Date * (mm/dd/yyyy)

Contract Secondary Status: None selected

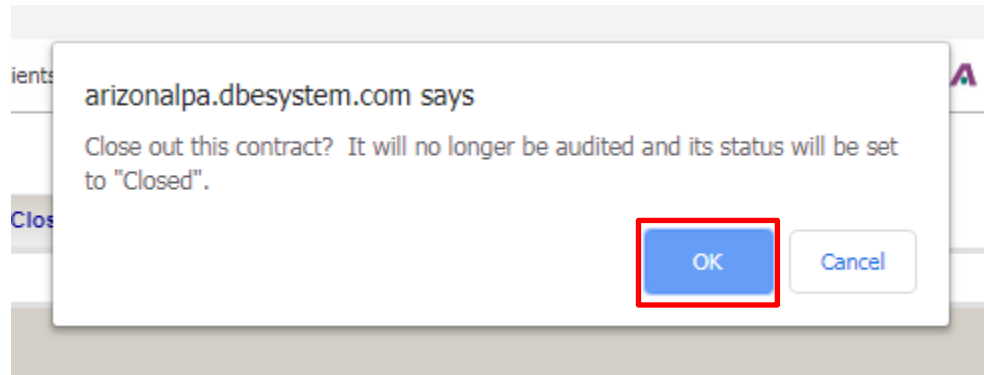
Prime Contractor Rating: Not Rated

Closeout Comments:

Close Out Contract | View Audit Summary With 'Final Audit' Te

Audit Summary - Total Contract

7. On the pop-up window, click “OK”



8. The contract is now “Closed”

Contract Management: Close Contract

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | **Closeout**

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Site Visits | Reports

SZ12901X: 171677 - Bicycle/Pedestrian Program Services
 Prime: Living Streets Alliance
 8/10/2017 - 8/9/2018; Closed 10/1/2019

Contract Status

Contract Status: **Closed**

Contract Secondary Status: None selected

Close Date * 10/1/2019 (mm/dd/yyyy)

Closed By: **Melanie Peterson**

Prime Contractor Rating: Not Rated

Closeout Comments:

II. Re-Opening a Contract

If you closed a contract in error, fret not. It is as easy as “1, 2, 3” to re-open it. Actually, only “1” and “2”:

1. Go to the “Main” page, then click on “Reverse Close Out”

Contract Management

[Main](#) | [View](#) | [Settings](#) | [Subs](#) | [Docs](#) | [Change Orders & Task Orders](#) | [Alerts](#) | [Comments](#) | [Messages](#) | [Closeout](#)

[Compliance Audit List](#) | [Compliance Audit Summary](#) | [Compliance Audit FY](#) | [Site Visits](#) | [Reports](#)

Services
Prime: Liv
8/10/2017 - 8/9/2018; Closed 10/1/2019

Contract Information

Contract Title	171	gram Services
Contract Number	S	
Prime Contractor	Liv	
System Transaction Number	0	
Award/Start Date	8/10/2017	
(Projected) End Date	8/9/2018	
Contract Value	\$443,986.00	

Contract Alerts

Alert 1	Contract has been closed.
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Contract Status & Actions

	Status	
Contract Status	Closed	View Contract , Edit Contract , Close Out Change Secondary Status to: None selected
Compliance Officer	Assigned	Change Compliance Officer to: M
Compliance Monitoring	On Demand (Monthly)	
Subcontractors	1 sub	Manage Subcontractors
Task Orders		Create Task Order
Contract Change Orders	Amended	Amend Contract , Change Value
Contract Extensions/Shortenings		Extend/Shorten Contract
Other Functions		Reverse Close Out , Delete Contract , Vendor Archi

2. Click on “OK” and boom, you’re back in business

arizonalpa.dbesystem.com says

Activate this contract?

[Close](#) [OK](#) [Cancel](#)