



U.S. Department  
of Transportation

**Federal Highway  
Administration**

# Memorandum

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Subject: Technical Completion Statement

From: Lise S. Lyles  
Contract Specialist

In Reply Refer To: HAAM-20

To: Dennis Sixbey  
Contracting Officer's Representative (COR)

Date: November 15, 2012

According to our records, all technical requirements under contract number DTFH61-06-D-00023 have been completed. If there are any unexpended funds obligated under the contract, your office may receive all or a portion of the funding available for reobligation. To verify completion and acceptance of all contract deliverables relating to technical performance, please sign and return the applicable completion statement below within seven days of receipt.

### **COR/AOTR/TPOC's Certification**

Have all the applicable terms and conditions of the subject contract/order/agreement including the delivery of all required reports, been fulfilled? If no, cite the items not fully complied with in an attachment to this memorandum.

Yes

No

In addition, you are required to assist in the evaluation of the contractor's performance. To document the contractor's performance, DOT and FHWA utilize an automated performance tracking system called the "Contractor Performance Assessment Reporting System (CPARS)." In the next few days, you will receive an email requesting that you complete an electronic evaluation through the system. This evaluation will become an official part of the contract record, and used to evaluate the contractor for future awards, so please take the time to conduct a complete and thorough evaluation.

### **Alternate Certification– Original Technical Rep No Longer Available**

*If the COR/AOTR for the above referenced contract/order/agreement is no longer available, please provide the information below, to the best of your knowledge.*

To the best of your knowledge, have all the applicable terms and conditions of the subject

contract/order/agreement including the delivery of all required reports been met, and do you concur with closeout of the contract/order/agreement? If no, cite the items not fully complied with in an attachment to this memorandum, along with a point of contact for additional information:

Yes

No

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This information is based on (check all that apply):

Files or records     Personal Knowledge     Vendor Correspondence

Dennis Sixbey  
(Technical Representative's Signature)

| 11/15/2012  
(Date of Signature)

Dennis Sixbey, Research Materials Engineer  
(Name & Title of Signatory)