

Item Number	Terminations Checklist Reference: FAR 52.249-2, Termination for Convenience Reference: FAR 49.402-3, Termination for Default Reference: FAR 12.403, Termination for Cause	Applicable and Present
1	Does the CO have authority to terminate the contract? (FAR 49.101)	
2	Consider which type of termination is being considered (partial or full termination). (FAR 49.115)	
3	Was termination coordinated through legal office? (FAR 49.105-2/Local Policy)	
4	Was a notice of termination specifying the extent and the effective date made? (FAR 49.102)	
5	Was a cure notice issued? (if applicable) (FAR 49.402-3)	
6	Was a show cause notice issued? (if applicable) (FAR 49.402-3)	
7	Was a Suspension of Work (construction)/Stop Work Order (comm/services) issued?	
8	Was a notice of termination issued to the contractor? (FAR 49.102)	
9	Did contractor terminate all subcontracts? (FAR 49.104(b))	
10	Did you obtain GFP from contractor? (if applicable) (FAR 49.108-3(b)(1))	
11	Were the materials paid for received by the government? (if applicable)	
12	Were inventory schedules received from contractor? (if applicable)	
13	Did you negotiate a settlement cost with the contractor?	
14	Did you request final invoice from contractor?	
15	Was a price negotiation memorandum completed to show Proposed/Objective/Negotiated completed?	
16	Was a modification done to terminate contract (Bilateral Preferred)?	