

Subcontract Checklist for all Non-Training Subcontractors

This includes any stipend agencies, A/V or Space Rentals. Please ensure before submitting you have all required information below. . Please submit all documents as soon as possible and before any payments are made.

CHECKLIST		
<input type="checkbox"/>	Contractor Payment Justification Form	<p>There are 2 forms be sure to select the correct one.</p> <p>Needs to include:</p> <ol style="list-style-type: none"> 1. Description of the services that will be provided by the contractor - a description of the agency or organization. What services they offer, history, etc. 2. If Sole Source – attach a copy of a former contract or invoice or MOU
<input type="checkbox"/>	Compensation Certification (included with Contractor Justification Form)	Signed and Dated by Contractor
<input type="checkbox"/>	Rate of Pay Certification (included with Contractor Justification Form)	Signed and Dated by Contractor
<input type="checkbox"/>	Sole Source Justification Questionnaire	<p>Question 2f needs to be detailed</p> <p>N/A is not an accepted response to any questions. Answer all questions.</p> <p>There is a sample questionnaire available upon request from Lacey.</p>
<input type="checkbox"/>	Subcontract	<p>Needs to Include:</p> <ol style="list-style-type: none"> 1. Parties (Name of parties) 2. Period of performance 3. Scope of Services – Detailed account of the services you expect to receive. 4. Rate of Pay – The price and any details of the payment. It should contain an hourly or daily rate. 5. Mention travel (if applicable) – You do not have to have specific budget information but please list services i.e. airfare, per diem, rental car, mileage, etc. <ol style="list-style-type: none"> a. Add disclaimer to travel section of contract: as allowable by the State of Illinois travel guidelines. 6. Signature and Date – The contract must be signed and dated by both parties. <p>An example Stipend Sub-Contract is Available just ask us.</p>
<input type="checkbox"/>	Addendum to Agreement	Filled out and signed by Grantee and the Contractor.