

Sub Contract Approval Request and Certification Form

Directions:

For consultant contracts exceeding a total of \$10,000 and above, a Sub-Contract Request Form must be submitted to MOVA. Approval must be received by sub-recipient prior to the expending of funds. If the consultant is not hired at the time of award, funds may be approved; however, the consultant contract and sub-contract request form (if applicable) must be provided to and approved by MOVA before services are rendered. The sub-recipient must use its own documented procurement procedures consistent with applicable federal and state laws and regulations. Procurement procedures must be formally documented by the subrecipient and periodically reviewed to ensure compliance with applicable regulations.

Sub-recipients shall require any consultants/contractors to comply in writing with the terms and conditions of the respective MOVA contract or ISA and to provide the same assurances as the sub-recipient regarding use of funds. These agreements, unless determined otherwise, would be considered "sub contracts". MOVA's approval of any sub contract shall not relieve sub-recipient of any of its duties or obligations under the terms of the contract including, but not limited to, access to records, audit requirements, etc.

Before approval is given by MOVA to subcontract using awarded funds, the below items must be addressed by the subrecipient. Responses may be submitted on a separate document

Grant Fund

Grant Fiscal Year

Date (MM/DD/YY)

Agency

Program

1. Identify the contractor proposed by name (person or agency).

2. Describe how services were acquired (i.e. competitive solicitation, reviewed multiple bids, interviewed multiple candidates, etc.)?

3. What is the hourly rate (specifically for consultant - not including travel costs) or total contract cost (specifically for contracts) requested? Provide justification for the rate requested and a description of how this rate or cost was determined. For example, include salary comparison, cost breakdown, bid amounts, etc.

4. Provide sample language to be utilized in the agreement with the contractor that indicates inclusion within the agreement that the terms of the contract or ISA with MOVA apply to any sub contract (attaching a copy of the agreement suffices).

5. Describe the specific services to be provided and explain why services cannot be offered without the requested subcontract.

6. Provide a statement which certifies no conflict of interest exists and indicate steps taken to ensure no conflict of interest exists. ***This is to be provided separately on agency letterhead and attached to this form***

☐ Statement attached

Signature

For MOVA use Only:

Approved



Denied

Comments