



REQUEST TO DRAFT SUBCONTRACT FORM

General Instructions

To be processed, the form must be filled in completely. All necessary attachments must be included when submitting the form.

Submit the form to the contracts specialist:

Burt Neal

Administration Annex 1005

(504) 280-7136

bdneal@uno.edu

1. Subcontractor/Subrecipient/Subgrantee Contact Information

- **Subcontractor Principal Investigator:** Person(s) performing the statement of work; attach copy of their resume
- **Subcontractor Period of Performance:** Type and frequency of technical reports (if not applicable, please so state)
- If payment is to an individual, please certify that the individual is NOT currently enrolled in a Louisiana Public Retirement System, nor a current employee, a former employee, retiree or student employee of the UL System within the last two years. If they are, please contact Burt Neal for further instructions.

2. Subcontract Information

- **Statement of Work:** Describe in detail what services the subcontractor/subgrantee will perform.
- **Budget:** If cost reimbursable, complete an itemized budget and indicate invoicing frequency. If fixed price, indicate invoicing schedule and whether it ties into any of the deliverables' due dates.
- **Performance Measures:** Explanation of methodology to be used to monitor the subcontractor's performance. Be specific. This is the information which you will use to complete the evaluation form at the end of the award.
- **Costs Benefit Analysis:** A certification that a cost benefit analysis has been conducted which indicates that obtaining such services from an outside subcontractor/subgrantee is more cost-effective than having such services performed by University personnel. Moreover, the cost benefit analysis should include the following: certify no employee of the University of New Orleans is both competent and/or available to perform the services called for by the proposed subcontract; explain what competitive process was used to select subcontractor (why is this selection a wise monetary choice); and certify that the subcontractor is not a student or current employee of the UL System Office.

- **Monitoring Plan:** Description of how the subcontract/subgrant will be evaluated and observed. Carefully consider the feasibility of complying completely with your chosen monitoring plan. All monitoring activities must be documented in writing and submitted to the Office of Research according to a monitoring schedule (i.e. semi-annually, quarterly, etc.). If you choose email as a monitoring tool, each must be printed and placed in your file in addition to being sent to the Office of Research. If you choose phone calls as a monitoring tool, you must maintain a phone log in your records and submit a copy to the Office of Research.
- **Goals and Objectives:** What will be accomplished and how; remember that goals do not always equal results.
- **Deliverables:** Report detailing the results from the subcontractor/subrecipient/subgrantee research, and a schedule for these deliverables.

After the PI has submitted the appropriate forms, the contracts specialist will assist the PI in ensuring that the forms are applicable to State regulations. Once the forms are finalized, the contracts specialist will prepare a subcontract and mail the document to the Subcontractor for signature.

When the subcontract is signed, the contract specialist will provide the PI with a copy of the fully executed/approved agreement.

PLEASE NOTE: Subcontracts \$49,999 and less only require appropriate signatures as full execution. However, policy requires that when the prime award comes from a Louisiana state agency, subcontracts over \$49,999 must also be approved by the Louisiana Division of Administration (DOA). All Louisiana corporations must provide proof that a Disclosure of Ownership has been properly filed with the Secretary of State (having the Secretary of State stamp). This requirement does not apply to publicly traded corporations. The contracts specialist will monitor this.

When the prime award is from a Federal or private entity, subawards over \$100,000 must be approved by the University of Louisiana System Office.