Subcontract/Consultant Contract Checklist for Principal Investigators

Office of Sponsored Projects (OSP)
Smithsonian Institution

In order for OSP to process a Subcontract/Consultant Contract, the following must be provided.

To be Provided by PI (Note: All checklist items may not apply.)

	Include justification to use specific subcontract/consultant in proposal narrative. Indicate whether: • the work has special features available only from this one subcontractor; • there is an unusual and compelling urgency where only one subcontractor can meet the time requirement; • the follow-on work requires use of the previous subcontractor for compatibility with previous work; or • the subcontractor possesses special knowledge and experience. Also, include how you determined that: • the work is not readily available from other subcontractors. (Include specific details of the method used to search for another subcontractor.) • the proposed cost of work is fair and reasonable.
	Subcontract/Consultant Scope of Work
	Subcontract/Consultant budget (including level of effort)
	Subcontract/Consultant budget justification
	Consultant curricula vitae, or equivalent
	Work performance period, including start and completion dates (to be included in proposal narrative)
	Deliverables, technical report information, and due dates
	Technical, contract, and financial representatives and signatory contact information
	Adhere to the following Selection Criteria for Consultants • Consultant work is essential and cannot be provided by persons receiving salary support under the grant. • A selection process was employed, resulting in the selection of the most qualified consultant. • No agreements with consultants are motivated by potential personal gain or even give the appearance of a conflict of interest. (The CFO must approve the recruitment and selection process involving consultants who have a personal relationship with employees of the Smithsonian. Further information about potential conflicts of interest can be found in SD 103, "Standards of Conduct".) • Charges to the sponsored program are commensurate with the qualifications of the consultant, comparable with fees charged by other consultants in the area of expertise, and correlate with the nature of work rendered. (The Federal government has established limits of reimbursement on federal grants and contracts that cannot be exceeded without OSP approval prior to engaging a consultant. The established Federal daily rate for consultants is frequently used as a limit by private sponsors as well.) • OSP consulting contracts are with independent consultants and are not to be used as a substitute for hiring. (Whenever an employee–employer relationship exists with the Smithsonian for work performed on grants and contracts, payment must be made through the Smithsonian payroll process.)

To be Provided by Subawardee

	Subcontractor TIN and DUNS #s/Consultant SSN
	Fiscal year end date and A-133 audit information contact

To be Requested by OSP

	Legal name and physical address of subcontractor/consultant. If corporation, provide the state of incorporation.
	Current SIERP vendor #
	Current CCR registration

When an Award is Received

* The PI must initiate an official request via email/fax/letter to the assigned OSP Grant Administrator to begin the process of issuing a subcontract or consulting contract.
* The contract will include terms associated with period of performance, amount of award, scope of work, payment terms, and a deliverables schedule.
* All awards are signed by the OSP Director and the authorized subcontractor/consultant contract representative.
* Advance payments to subcontract/consultant contracts are not allowed.