

## **INSTRUCTIONS FOR COMPLETION OF THE SUBCONTRACTS DOCUMENTS**

### **SUBCONTRACTS BUDGET DETAIL WORKSHEET (Attachment 14)**

The Subcontract Budget Detail Worksheets shall be used to list all subcontracts **(regardless of the amount)** for the Federal Fiscal Year of the Agreement. All subcontracts the WIC local agency enters into or plans to enter into, regardless of the amount, must be entered on Attachment 14. For the definition, examples of a subcontract, and further information, see CMB Chapter 8.

The cells on the worksheet that are to be completed by the WIC local agency are highlighted in blue. The cell highlighted in orange is a locked formula cell.

1. Enter your WIC local agency name.
2. Column A rows are numbered. This form allows for 20 subcontracts to be listed. If your local agency has more than 20 subcontracts, please contact your Contract Manager.
3. Column B is the Subcontractor's Name. List the Subcontractor's Name as it is listed in the subcontract. If the subcontractor has not been selected yet, enter "To Be Determined."
4. Column C is the Service Provided. List a short description of the type of services being provided by the subcontractor.
5. Column D is the Maximum Payable Amount. NOTE: Enter only whole numbers.

The Subcontracts Total for the Maximum Payable Amount (Column D) is the sum of the amounts in Column D. The amount is calculated by formula and cannot be edited.

6. Enter the Subcontracts Budget Detail Worksheet "Subcontracts Total" amount on the Funding Worksheets, Line Item 4, Other Costs (Subcontracts Only) (Attachment 6).

If applicable, complete the Justification of Subcontract form (Attachment 15).

## State Approval of Subcontracts

- Complete and submit a “Request for Authorization to Subcontract” form (Attachment 16) for each subcontract of \$2,500 or more and submit it with the Request for Application. Also submit bid documentation and an unsigned copy of the contract. If the subcontractor has not been selected yet, enter “To Be Determined.”
- Any subcontract in effect for the current Agreement period (FFY 2012-2014) that will be in effect/renewed for the new Agreement period (FFY 2015) must be entered on the appropriate attachment. Subcontracts of \$2,500 or more must be renewed by the submission of a **new** “Request for Authorization to Subcontract” form.
- The dates of the subcontract term may not begin prior to, or extend beyond the term limits of the WIC local agency agreement. (October 1, 2014 to September 30, 2015.)
- Prior to the signing of a subcontract of \$2,500 or more by the WIC local agency and the subcontractor, a Request for Authorization to Subcontract package must be submitted to the State WIC Program for review and approval.
- See the Request for Authorization to Subcontract Instructions and form (Attachment 16).
- See CMB Chapter 8 for all subcontract requirements and additional detail.