**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.

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| **CHECKLIST** |
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|  | **Contractor Payment Justification Form** | There are 2 forms be sure to select the correct one.Needs to include: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
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|  | **Compensation Certification** (includedwith Contractor Justification Form) | Signed and Dated by Contractor |
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|  | **Rate of Pay Certification** (included withContractor Justification Form) | Signed and Dated by Contractor |
|  | **Sole Source Justification Questionnaire** | Question 2f needs to be detailedN/A is not an accepted response to any questions. Answer all questions.There is a sample questionnaire available upon request from Lacey. |
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|  | **Subcontract** | Needs to Include:1. Parties (Name of parties)1. Period of performance
2. Scope of Services – Detailed account of the services you expect to receive.
3. Rate of Pay – The price and any details of the payment. It should contain an hourly or daily rate.
4. 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.
	1. Add disclaimer to travel section of contact: as allowable by the State of Illinois travel guidelines.
5. Signature and Date – The contract must be signed and dated by both parties.

An example Stipend Sub-Contract is Available just ask us. |
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|  | **Addendum to Agreement** | Filled out and signed by Grantee and the Contractor. |
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