

Subcontracting Overview

This information noted below provides the steps to utilize a subcontractor through funding administered by the Iowa Department of Public Health (IDPH) Bureau of Substance Abuse.

When is a subcontract needed?

Any services that fall under the “Description of Work and Services” in the contract, is \$2,000 or over, and the contractor would like to subcontract to another organization/business needs to have a subcontract document reviewed and approved by IDPH. Even if a contractor has an existing contact with an organization/business they would like to provide subcontracted services, IDPH still requires a subcontract for services that fall into the above categories. Subcontracted services also include services that support media campaign dissemination such as billboard placement, radio and television advertisements, social media advertising, etc.

What are the steps needed to complete a subcontract?

See the steps below to complete during the subcontract process for subcontracts totaling \$2,000 and above. Contact the IDPH Program Coordinator with any specific questions.

Draft the Subcontract

- Ensure the [IDPH General Conditions](#) (from July 2019) for subcontracting are included in the subcontract. These required items are listed below:
 - A list of the work and services to be performed by the subcontractor.
 - The contract policies and requirements.
 - Provision for IDPH, the contractor, and any of their duly authorized representatives to have access, for the purpose of audit and examination, to any documents, papers, and records of the subcontractor pertinent to the subcontract.
 - The amount of the subcontract.
 - A line item budget of specific costs to be reimbursed under the subcontract or agreement or other cost basis for determining the amount of the subcontract as appropriate.
 - A statement that all provisions of this contract are included in the subcontract including audit requirements.
 - Period of performance.
 - Any additional subcontract conditions.
- Do not obtain signatures until after IDPH has reviewed and approved the draft subcontract.

Submit Draft Subcontract to IDPH for Review

- Share the draft subcontract with the IDPH Program Coordinator through IowaGrants.gov correspondence.
- The draft subcontract will be reviewed by IDPH and the contractor will be notified via IowaGrants.gov correspondence if the subcontract is approved or if additional changes are needed.

Complete the Subcontract Plan Component

- The IDPH Program Coordinator will negotiate the “Subcontract Plan” component in the IowaGrants.gov project site for completion.
- This component includes the subcontractor name, subcontractors address, scope of work to be performed by the subcontractor, subcontractor and subcontractor staff qualifications, subcontractor license and experience for each proposed service, as well as the total amount of the subcontract.
- Once completed, submit the component and the IDPH Program Coordinator will review and approve.

Submit the Final Subcontract

- Once the draft subcontract is approved by the IDPH Program Coordinator the contractor can then obtain signatures from the subcontract representative and contractor representative.
- The final signed subcontract should then be submitted to the IDPH Program Coordinator via IowaGrants.gov correspondence.
- Once received, the IDPH Program Coordinator will then upload the final subcontract document in the “Contract Documents” section of the IowaGrants.gov project site for documentation purposes.

What about subcontracts that are under \$2,000?

IDPH still needs to be notified about any subcontracted services. The subcontractor details should be provided through the yearly application process or if services are requested in the middle of a contract year, provide this request initially through a message via IowaGrants.gov correspondence to the IDPH Program Coordinator. This message should include the services to be provided and total cost.

All subcontracts regardless of total amount need to be included in the “Subcontract Plan” component in each IowaGrants.gov project site. This component will be available during the yearly application process or negotiated for completion after a request for subcontracted services is received and approved by the IDPH Program Coordinator.

A draft subcontract for services under \$2,000 does not need to be submitted for review and approval. If subcontracted services are requested in the middle of a contract year, a contract amendment will be needed and this process will be facilitated by the IDPH Program Coordinator.