

**SUBCONTRACTOR APPROVAL PROCESS  
EFFECTIVE FISCAL YEAR 2019**

If a Contractor proposes to engage a subcontractor on a human service contract, the Department requires:

- Subcontractor to be listed in the City's Payee Information Portal (PIP), and
- Contractor must identify subcontractor through the budget and invoice process. For contract budgets that the Department manages through HHS Accelerator Financials, Contractor shall identify subcontractor in the "Contracted Services" section.

For any subcontractor of more than \$20,000\*, the Department also requires:

- Subcontractor to be prequalified in HHS Accelerator.
- Contractor to share the subcontract agreement with the Department.\*\* For contract budgets that the Department manages through HHS Accelerator Financials, Contractor shall upload and attach subcontract to [the fiscal year budget].

Subcontractors are approved for work on a human service contract when the Department approves the subcontractor in PIP or in written communication with the Contractor. The Contractor should not engage a subcontractor until the Department has approved that subcontractor.

\*For determining the value of a subcontract, all subcontracts with the same subcontractor shall be aggregated.

\*\*The Department may require Contractor to share subcontract agreements for subcontractors of \$20,000 or less. For contract budgets that the Department manages through HHS Accelerator Financials, contractors shall upload and attach such subcontracts to [the fiscal year budget].

The Department offers a standard subcontract agreement template that Contractor may use.

Additional requirements apply to subcontracting for discretionary contracts.