

# *S... is for Subcontracts*

The subcontracting process consists of 6 steps; submission, matching, drafting, routing, execution and post award/procurement

## *Step 1. Submission*

Subcontract/amendment request forms are submitted to [ogc.subcontracts@ucdenver.edu](mailto:ogc.subcontracts@ucdenver.edu). At the same time the award documentation is being routed through OGC for set-up, assignment of speed types and project numbers.

### **NOTE:**

Pre-award authorization does not apply to subcontracts per UCD Fiscal Policy 4-10, and CRS 24-30-202(5.5).

## *Step 2. Matching*

Award documentation is received by the subcontracts team and matched with the department request for a subcontract/amendment. The subcontract clock starts now in the 4-6 week drafting timeline.

**NOTE:** Award documentation **is not** submitted to the subcontracts team **unless** a subcontract has been indicated on the proposal routing form. If you need a subcontract for a project, **indicate this during initial proposal routing**.

## *Step 3. Drafting*

Once a match has been made the request and award are placed in the drafting queue. The subcontract request is reviewed for accuracy and if it is acceptable the sub/amendment is drafted. **NOTE:** It is at this point that most of the issues that cause delays are discovered. Those issues are incomplete request forms or inaccurate budgets.

## *Step 4. Routing*

The sub/amendment has been drafted and is returned to the department via email in PDF format. Included with the document is a cover letter detailing what is being sent in the e-mail

and how to route it. **NOTE:** Use the cover letter as a checklist to avoid delays in executing the document. The cover letter explains each step of the routing process.

## *Step 5. Execution*

Forward at least two originals and a copy of corresponding SPO are to OGC for review. The subcontracts team reviews the documents to determine if all signatures have been obtained and the correct SPO document is attached.

**NOTE:** If a subcontract > \$100,000, it is sent to legal counsel for additional review per University policy. If a subcontract > \$1million it is reviewed by legal counsel and the Vice Chancellor for Research signs this document. All other documents are reviewed and signed by the OGC designee.

## *Step 6. Post Award/Procurement*

The executed documents are then forwarded to the appropriate Post Award Administrator for review and approval of the subcontract SPO. If all documents are acceptable they then are forwarded to procurement for final processing of the SPO. **NOTE:** The documents are sent to the procurement office downtown via campus shuttle.