



The maximum allowable reimbursement rate for consultants / contractors is \$81.25 per hour and no more than \$650 per day per 8-hour day. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the no more than \$650 per 8-hour day or \$81.25 per hour limitation. Prior written approval is required from OCVS for rates above the established maximum threshold rate. No grant funds shall be expended prior to OCVS approval. This checklist must be completed for all consultant / contractor request, regardless if the rate has been exceeded. All consultant/contractual agreements must be sent to OCVS within 30 days of grant award or approved grant modification.

**Section 1: Basic Info**

<b>Agency:</b>	<b>Grant ID:</b>
<b>Contractor/Consultant:</b>	<b>Hourly Rate:</b>

**Section 2: Rate Verification**

~ Only one box should be selected for each column that applies ~

- The maximum contractor/consultant rate, stated above, has not been exceeded. *Proceed to section 3.*
- The maximum contractor/consultant rate, stated above, has been exceeded.
- A competitive bidding process of at least three solicitations has been conducted. Process is attached.
- The contractor/consultant was solicited as single source. Written justification is attached.
- The service provided by the contractor/consultant is only available through said contractor/consultant. *Proceed to section 3.*
- An emergency does not allow for a delay resulting from a competitive bidding process of at least three solicitations. *Proceed to section 3.*
- The competition was determined inadequate after the solicitation of other sources. *Proceed to section 3.*
- Required:** A written request will be submitted in conjunction with this form providing justification for exceeding the contractor/consultant rate, stated above. Examples of justifications are listed below:
  - Results of market research for that conclude that the rate is reasonable and consistent for an individual consultant/contractor.
  - A resume or curriculum vitae (CV) for each individual consultant/contractor whose rate exceeds \$650 per day.
  - Documented prior instances when a similar rate has been charged by or paid to the individual consultant/contractor.
  - If the individual consultant/contractor is not self-employed and has a primary employer, documentation showing that the requested daily rate is proportionate to the consultant's regular salary (e.g. pay stubs, letter from employer, etc.).
  - Any other important information about the individual consultant/contractor such as letters of reference; lists of any relevant publications, papers, or honors; advanced experience as a practitioner or academic in the subject area; advanced training relating to the focus of the project; and/or any unique circumstances which they feel should be considered.

**Section 3: Requirement Verification**

~ Ensure you have met the following, then proceed to section 4 ~

- There is no conflict of interest in utilizing the selected contractor/consultant.
- The contractual agreement will be submitted in conjunction with this checklist. The signed contract includes the following:
  - Scope of Work & Services
  - Dates of Service
  - Hourly / Daily Rate with Not-to Exceed Amount for Project Period

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**Section 4: Grant Recipient Certification**

By signing below, I verify that the information on this form is true and correct, and that no grant funds will be expended prior to written approval from OCVS.

\_\_\_\_\_  
*Authorizing Official*

\_\_\_\_\_  
*Date*

**Section 5: OCVS Review and Recommendation**

~ This section is for OCVS Staff use only ~

**Programmatic Recommendation:**

Yes  No

Notes:

\_\_\_\_\_  
*Programmatic Reviewer*

\_\_\_\_\_  
*Date*

**Fiscal Recommendation:**

Yes  No

Notes:

\_\_\_\_\_  
*Fiscal Reviewer*

\_\_\_\_\_  
*Date*

**Final Recommendation:**

Yes  No

Notes:

\_\_\_\_\_  
*Director of Grant Programs & Operations or Designee*

\_\_\_\_\_  
*Date*