

SIF SUB-GRANTEE CONTRACTOR/VENDOR AGREEMENT GUIDE

SIF communities may develop agreements or contracts between the sub-recipient and other parties for services. Sub-recipient may use their own process and tools for developing vendor contracts and/or agreements. However, this guide and supplemental templates can serve as a reference to sub-recipient about the recommended elements of a vendor contract or agreement.

**The word “agreement” used throughout this document equates to letter of agreement or contract for contractor or vendor, which are two variations of an “agreement” made between two or more parties.*

An agreement may include:

- Name the parties and provide an address, phone number, and contact name for any official notice or act between the parties
- Set forth the mutual undertakings of the parties (what it is each party is going to do)
- Describe the Scope of Services
- Set forth compensation terms, if any, how much, when paid, etc.
- Describe a term of agreement, if the agreement is going to cover a specific period of time
- Describe how parties can terminate the agreement
- Describe what happens at termination
- Provide for any representations, warranties, indemnification, hold harmless, etc.
- Describe what might constitute a breach and provide for remedies in the event of breach
- Describe a dispute resolution process –mediation, arbitration or litigation
- Describe what law applies, including if certain state or federal specific laws apply

Additional recommendations:

- Include budget expenditure form (template provided)
- Include budget narrative (template provided)
- Include vendor information form (template provided)
- Include cover letter
- Avoid “grant” language in the agreement (e.g. “grant”, “sub-grant”, “grantee”, “grant funds”)
- Include National Service Criminal History Check requirement language (if applicable)
- Include billing requirements, due dates and process (if applicable)
- Include time sheet requirements, due dates and process (time sheet template provided) (if applicable)
- Eligibility and how to count SIF beneficiaries for data collection and reporting (if applicable)

SIF sub-grantee process for vendor contracts and agreements:

1. Sub-grantee initiates a “draft” agreement, using their own process or using the template provided
2. Sub-grantee drafts additional attachments that may accompany the agreement
3. Sub-grantee submits the draft agreement and attachments to the SIF Project Manager
4. Project Manager reviews draft agreement for compliance and notifies sub-grantee of any changes.
 - a. If no changes, Project Manager notifies sub-grantee that they can move forward with the process.
5. Sub-grantee drafts cover letter to accompany agreement and attachments.
6. Sub-grantee prepares packets to be mailed to Contractor or Vendor with the recommended items:
 - a. 2 signed copies of agreement
 - b. Signed cover letter
 - c. Vendor information form
 - d. Budget expenditure form
 - e. Budget narrative
7. Sub-grantee forwards electronic copies of fully executed agreement and attached documents to Vendor/Contractor and SIF Project Manager at Nebraska Children

Supplemental Documents:

- ✓ Contract template
- ✓ Letter of Agreement (LOA) template
- ✓ Budget expenditure template
- ✓ Budget narrative guide
- ✓ Scope of Services guide
- ✓ Vendor information form template