

Subrecipient v. Contractor Determination Checklist

iber	E	ntity		
		ics which support the o	classification of the Party as a Sub	recipient or
Determines who is eligible to receive financial assistance or subcontract funding (e.g., in the form of a subaward or subcontract, but excluding procurement actions)				the form of a
Has its performance measured in relation to whether objectives of a program are met (e.g., the Party is responsible for meeting performance targets that tie to program objectives, must submit oral or written progress reports related to program objectives, awarding organization may sanction the Party for not meeting program objectives, must submit a comprehensive closeout package at the end of its award)				
	Has responsibility for programmatic decision making (e.g., has latitude to make policy and operational decisions regarding how it carries out a program)			
Is responsible for adhering to applicable program requirements (e.g., awarding organization holds the Party accountable for complying with applicable program statutes, regulations, rules, policies and guidance, such a 2 CFR Part 200 or the Federal Acquisition Regulation)				
Uses the funds to carry out a program as opposed to merely providing goods and services to Boise State University (e.g., performs a portion of the Statement of Work or objectives of the prime award to Boise State University; its role requires more than dealing, distributing and/or selling goods or services that support a program)				
	Total Checks for Subrecipient/Subcontractor:			
		ative of a procurement	t relationship between Boise State	University and a Party
Provides the goods and services in its normal business operations (e.g., the Party exists for the purpose of providing particular goods and/or services; the Party receives little, if any, instruction from the awarding organization or Boise State University as to how the goods and/or services should be produced; the Party has its performance measured against whether it meets specific contract deliverables, rather than a program's performance outcomes)				
Provides similar goods or services to many different purchasers (e.g., sells the goods and/or services to a number of entities other than the awarding organization or Boise State University; services are of a repetitive nature; goods are commonly available)				
Normally operates in a competitive environment (e.g., the Party competes with other organizations to provide similar goods and/or services)				
Provides goods or services that are ancillary to the operation of the program (e.g., the Party provides goods or services that enable Boise State University to operate, such as supplies, equipment, travel and training)				
Is not subject to compliance requirements of the program (e.g., the Party is not responsible for compliance with applicable program statutes, regulations, rules, policies and/or guidance; the funding organization and Boise State University do not monitor the Party for compliance with program requirements)				
			Total Checks for Cor	ntractor/Vendor:
Ise		Determination:	Subrecipient/Subcontractor	Contractor/Vendor
ts:				
ed By:			Date:	
i a	ent/Subcactor inclination actor inclination acto	ent/Subcontractor. Characteristic actor include when the Party: Determines who is eligible to rec subaward or subcontract, but exc. Has its performance measured in responsible for meeting performance progress reports related to progress reports related to progress reports related to progress responsibility for programmadecisions regarding how it carried its responsible for adhering to applying with a 2 CFR Part 200 or the Federal Acc. Uses the funds to carry out a prount University (e.g., performs a portion University; its role requires more program) Pors/Vendors. Characteristics indiction the Party: Provides the goods and services in providing particular goods and/or organization or Boise State University performance measured against performance outcomes) Provides similar goods or services number of entities other than the nature; goods are commonly avand Normally operates in a competitic provide similar goods and/or services that enable Boise State University designed in the services of the provides goods or services that a services that enable Boise State University do not models.	Determines who is eligible to receive financial assistant subaward or subcontract, but excluding procurement at Has its performance measured in relation to whether or responsible for meeting performance targets that tie to progress reports related to program objectives, awardi program objectives, must submit a comprehensive closs. Has responsibility for programmatic decision making (edecisions regarding how it carries out a program tequi accountable for complying with applicable program requi accountable for complying with applicable program states 2 CFR Part 200 or the Federal Acquisition Regulation). Uses the funds to carry out a program as opposed to muniversity (e.g., performs a portion of the Statement of University; its role requires more than dealing, distributing program). Pors/Vendors. Characteristics indicative of a procurement hen the Party: Provides the goods and services in its normal business providing particular goods and/or services; the Party reorganization or Boise State University as to how the goits performance measured against whether it meets sperformance outcomes) Provides similar goods or services to many different punumber of entities other than the awarding organization atture; goods are commonly available) Normally operates in a competitive environment (e.g., provides similar goods and/or services) Provides goods or services that are ancillary to the ope services that enable Boise State University to operate, is not subject to compliance requirements of the prograwith applicable program statutes, regulations, rules, possible state University do not monitor the Party for constant of the program statutes, regulations, rules, possible program statutes, regulat	ent/Subcontractor. Characteristics which support the classification of the Party as a Subsector include when the Party: Determines who is eligible to receive financial assistance or subcontract funding (e.g., in subaward or subcontract, but excluding procurement actions) Has its performance measured in relation to whether objectives of a program are met (e responsible for meeting performance targets that tie to program objectives, must submit programs reports related to program objectives, awarding organization may sanction the program objectives, must submit a comprehensive closeout package at the end of its aw Has responsibility for programmatic decision making (e.g., has latitude to make policy are decisions regarding how it carries out a program) Is responsible for adhering to applicable program requirements (e.g., awarding organization accountable for complying with applicable program statutes, regulations, rules, policies: 2 CFR Part 200 or the Federal Acquisition Regulation) Uses the funds to carry out a program as opposed to merely providing goods and service University (e.g., performs a portion of the Statement of Work or objectives of the prime University; its role requires more than dealing, distributing and/or selling goods or service program) Total Checks for Subrecipien ors/Vendors. Characteristics indicative of a procurement relationship between Boise State hen the Party: Provides the goods and services in its normal business operations (e.g., the Party exists in providing particular goods and/or services; the Party receives little, if any, instruction froorganization or Boise State University as to how the goods and/or services should be proits performance measured against whether it meets specific contract deliverables, rathe performance outcomes) Provides similar goods or services to many different purchasers (e.g., sells the goods and entire performance outcomes) Provides similar goods or services to many different purchasers (e.g., sells the goods and or services) Provides goods or