Sub-Award Questionnaire – Subrecipient or Vendor

How to use the Checklist

More “Yes” answers to questions 1 - 4 and “No” answers to questions 5 - 8 signify that a vendor relationship is more appropriate. Subsequently, more “No” answers to questions 1 - 4 and “Yes” answers to questions 5 – 8 indicate a subrecipient relationship is more appropriate. If you have additional questions, please contact your Divisional office or your OES accountant. Sub-awards and shared grants are processed by OES, and vendor agreements are processed by the Purchasing Office.

Answer these questions to determine how a provider should be paid, as a vendor or subrecipient (Circle One)

1. Does the organization provide the proposed goods/services within its normal business operations? Yes No
2. Does the organization provide similar goods or services to many different purchasers? Yes No
3. Does the organization operate in a competitive environment? Yes No
4. Are the proposed goods or services ancillary to the performance of the UW’s sponsored program? Yes No
5. Are the organization’s personnel named and identified as having key roles in the UW’s proposal? Yes No
6. Is the organization’s performance measured against the objectives of the sponsored program? Yes No
7. Does the organization have responsibility for programmatic decision making? Yes No
8. Will the organization use the proposed funds to carry out a program of its own, as compared to providing goods or services for UW program? Yes No

Need assistance in answering a question? Please see below for clarification

1 Answer "Yes" if the organization provides the same services or products as part of its daily business operations. Answer "No" if the organization is developing a unique service or product for the UW.
2 Answer "Yes" if the organization sells the same services or products to any customer, or if the organization is simply running lab tests, fabricating equipment, or developing plans to UW specifications. Answer "No" if the organization has to develop or design something unique based on project objectives.
3 Answer “Yes” if other sources are readily available. They compete with others who can provide a similar service. Answer “No” if the organization provides a unique resource.
4 Answer "yes" if the organization provides elements incidental to the work (e.g. if they are providing “skilled hands” but not interpretation in developing programmatic conclusions).
5 Answer "Yes" if the proposal includes any of the following for the organization's portion of the project: separate budget; facility and resource description; project site information; roles and responsibilities; scope of work.
6 Answer "Yes" if the organization's performance will be measured against the objectives of the primary project.
7 Answer "Yes" if the organization works independently from the UW: provides their own tools and equipment; solicits work from a number of customers; and directs their own efforts.
8 Answer “Yes” if the funds issued to the organization will be dedicated to completing the project. Answer "No" if the funds will contribute to the general profit or operating funds of the organization.

Relationship Determined to be (Circle one): Vendor Subrecipient