



Consultant Checklist

Office of Crime Victim Services

OCVS Consultant Checklist

This checklist and guidance was created based on the information in the [DOJ Grants Financial Guide](#) and [2 CFR Part 200 Subpart D-Procurement Standards](#). For procurement transactions using Federal award funds, the non-Federal entity must use its own documented procurement procedures consistent with applicable State, local, and tribal laws and regulations, and with the procurement standards in 2 C.F.R. Part 200. Procurement procedures must be formally documented by the non-Federal entity and periodically reviewed to ensure compliance with applicable regulations.

This checklist is not required to be filled out and submitted to OCVS but is intended to serve as a resource for OCVS Subrecipients.

OCVS Subrecipient: _____

Agency Consultant: _____

___ The OCVS Subrecipient has reviewed [2 CFR Part 200 Subpart D](#)

___ The OCVS Subrecipient has reviewed [DOJ Grants Financial Guide](#).

___ An agreement with the consultant detailing scope of work has been signed by both parties.

___ OJP's [Checklist to Determine Subrecipient or Contractor Classification](#) has been filled out.

___ If the rate is over \$81.25 per hour with a maximum of \$650 per 8-hour day, the OCVS Subrecipient has provided OCVS with the following information and has received approval.

- Description of competitive bidding process that included at least three solicitations.
- Written justification if consultant was selected as sole source.