



Office of Crime Victim Services 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 must be completed for all consultant requests that will be funded by OCVS subgrants.

OCVS Subrecipient: _____

Consultant: _____

OCVS Subrecipient Section

- ___ The OCVS Subrecipient has reviewed (any related CFR?)
 - ___ The OCVS Subrecipient has reviewed [DOJ Grants Financial Guide](#).
 - ___ An agreement with the consultant detailing scope of work has been created.
 - ___ [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, one of the following items is provided:
 - Description of competitive bidding process that included at least three solicitations.
 - Written justification if consultant was selected as sole source.
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OCVS Staff Section

- ___ The submitted agreement is allowable and appropriate under the relevant grant.
- ___ The subrecipient/contract determination is correct.
- ___ The agreement matches what was submitted in the application or modification.
- ___ The rate limit was upheld, or the items submitted justified the exception.