

SUBCONTRACT ASSESSMENT

AGENCY: _____
 PROGRAM: _____
 SUBCONTRACT: _____
 PERSON COMPLETING ASSESSMENT: _____

DATE OF REVIEW: _____

	Yes	No	Provider Notes and Comments	JWB Notes and Comments
Is there clear description how the contracting entity (agency) and subcontracting entity relate to one another?				
Are the commencement/renewal time period(s) clearly defined?				
Is there a clear description of services to be provided?				
Are the costs of the services clearly stated?				
Is there clear explanation how payment is to be made and by when?				
Is the information required on invoices and requirements for other backup documentation to make payment clearly outlined?				
Are conditions of termination described (the subcontractor must be terminable at any time, for any reason)?				
Is program monitoring described and sufficient to ensure delivery of quality services as outlined in the subcontract?				
Are the terms for confidentiality outlined and do they align with the terms as defined in the JWB agreement?				
Are the full Public Records requirements included as defined in the JWB agreement?				
Are Special Situations & Incidents included as defined in the JWB agreement and do they include the "when", "how" and "to whom" to report incidents?				
Are there requirements outlined for Background Screening as defined in the JWB agreement?				
Are insurance requirements included in the subcontract or does your agency insurance cover the subcontractors service delivery?				

Additional Agency Comments: _____ **FOR JWB USE ONLY**

_____ **JWB Program Consultant Signature**

_____ **JWB Chief Financial Officer Signature**

_____ **Date:** _____

Agency Representative Signature: _____ **Date:** _____