

Policy Title:	Subcontracting – OAR		
Policy Number:	III-D.3.7 413-330-0800 thru 0830		Effective Date: 12-29-1995

Approved By: *on file*

Date Approved:

Policy

Forms, etc.

References

Contact

Reference(s):

- None

Form(s) that apply:

- None referenced.

Rules:

413-330-800

Subcontract Requirements

- (1) A subcontract is required before a contractor may have some other person or firm provide a service which the contractor has agreed to provide.
- (2) A subcontract is not required for the following:
 - (a) For services provided by an employee of the contractor while performing his duties as an employee, or by a firm for which the contractor is responsible.
 - (b) For the purchase by the contractor of articles, supplies, equipment and services which are incidental to performance of the services required by the contract.

Statutory Authority: HB2004

Stats. Implementation: ORS 291.021

413-330-810

Advance Approval

- (1) If the proposed subcontracting is identified in the contract, approval of the contract is all that is necessary. If the subcontracting is not identified in the contract, the contractor must obtain SOSCF's written approval before subcontracting with another party to provide services required of the Contractor.

- (2) Subcontracting will be authorized only when the purpose of the contract will be best served by subcontracting. The approval will be in writing, signed by the responsible person, and will list all conditions which must be met by the contractor and subcontractor in regard to the subcontract. A copy of the written approval must be filed in the contracts office.

Statutory Authority: HB2004

Stats. Implementation: ORS 291.021

413-330-820

Authority to Approve Subcontracting

The manager responsible for obtaining the services covered by the contract is authorized to approve subcontracting unless some other person has been given that authority in the contract.

Statutory Authority: HB2004

Stats. Implementation: ORS 291.021

413-330-830

Contractor's Request to Subcontract

In order to determine if subcontracting should be authorized, a written request to subcontract will be obtained from the contractor. The request will include the following information:

- (1) A description of the services to be subcontracted.
- (2) Explanation why the subcontractor, rather than the contractor, should provide the services.
- (3) Assurance that subcontracting will not increase the cost to SOSCF.
- (4) A statement that the contractor accepts full responsibility for the subcontractor's performance.

Statutory Authority: HB2004

Stats. Implementation: ORS 291.021

Contact(s):

- **Name:** CAF Reception; **Phone:** 503-945-5600