

California State Preschool Program (CSPP) Subcontract Approval Request (SAR)

A written subcontract is required for all service agreements unless otherwise exempt. All subcontracts, including subcontracts related to the purchase of equipment, building improvements, or renovations and repairs, are subject to the requirements in the annual Contract Terms and Conditions. For subcontracts that require the purchase of equipment, contractors are also required to follow Equipment Purchase Approval Request (EPAR) procedures set forth in the annual Contract Terms and Conditions.

To determine if a subcontract is required: Once the contractor stops paying for the item (annually, biannually, monthly, etc.) is there a tangible item that is left with the agency? If the answer is no, then it is likely that the purchase will require a subcontract.

Part I – CSPP Contractor Information

Contractor Name:

Street Address:

City:

State:

Zip Code:

Contact Person:

Contact Phone Number:

Email:

Please indicate whether this request is for a public agency or private agency:

Private Agency

Public Agency - If marked, does your agency opt in to California Uniform Public Construction Cost Accounting Act (CUPCCAA):

Yes

No

Part II – Subcontractor Information

Name of Vendor Selected for Subcontract:

Street Address:

City:

State:

Zip Code:

Contact Person:

Contact Phone Number:

Part III – Subcontract Period

Proposed Start Date:

Proposed End Date:

Part IV – Scope of Work

If services will occur at multiple center locations, list each site and the corresponding work below:

Location/Site	Description of Work/Services Performed

If the subcontract is related to the purchase of equipment, building improvements, or renovations and repairs, are pictures attached to this approval?

Yes

No

Please indicate whether this request is for a multi-year plan or single-year plan:

Multi-year Plan

Single-year Plan

Part V – Total Subcontract Amount

Funding Stream/Program	Amount Allocated	Notes (Optional)

Total subcontract amount or not-to-exceed amount:

Please indicate whether this request includes a bid by checking the box below:

Yes

No

If yes, attach a bid or estimate with prices for equivalent and comparable items and/or services.

PART VI – Equipment (If Applicable)

Will any unit of equipment in excess of \$10,000 requiring approval be purchased in relation to this subcontract?

Yes

No

Part VII – Certification: I certify that the information provided above is true and accurate to the best of my knowledge. I also agree to comply with the Contract Terms and Conditions including all required provisions under the California Code of Regulations, Title 5, Section 17802.

Signature of Authorized Representative:

Title:

Date:

Part VIII – For CDE Use Only

EED receipt date:

Contractor notification date:

Approved

Denied

Comments:

Consultant:

Date:

Administrator:

Date: