

**Capacity Building Initiative  
Documents Required for  
Contractors/Consultants and  
Subcontractors Packet**

**Contractor's assigned Program Manager:**

**Name:**

**Contact information:**

**ORGANIZATIONAL CAPACITY:**

**Documents required with submission:**

Detailed consultant Scope of Work outlining the activities they will conduct that meet the objectives listed in the work plan

Consultant's qualifications (resume or work history)

Subcontracts, if applicable, meet requirements under SUBCONTRACTING paragraph of this Contract

- ✓ Identification of the proposed subcontractor
- ✓ Detailed description of the services to be provided
- ✓ The proposed amount and manner of compensation
- ✓ A copy of the proposed subcontract

Projected start and completion dates

Copy of any agreements between the Contractor and another company or individual performing work under OC

**STRENGTHENING RESIDENTIAL FACILITY INFRASTRUCTURE (SRFI):**

**Documents required with submission:**

Detailed contractor scope of work outlining the activities to be conducted as identified in the work plan, and description of expected expenses (materials, labor, permits, disposal fees, etc.)

Contractors' qualifications

- ✓ Copy of Contractors License/Certifications, etc.
- ✓ Work history or other related document

Blueprint/map of agency's facility with the location of the project noted

Subcontracts or agreements between Contractor and another company or individual performing work under the SRFI

Subcontractors meet requirements under SUBCONTRACTING paragraph of this Contract

- ✓ Identification of the proposed subcontractor
- ✓ Detailed description of the services to be provided
- ✓ The proposed amount and manner of compensation
- ✓ A copy of the proposed subcontract

For projects over \$1,500, a bid information sheet is submitted

Services/Projects \$1,000 or above, include a company or individual that is appropriately licensed and bonded, submit proof of license and bond

Projected start and completion dates

Plan/drawings of projected project

**NOTE:**

Any repairs or improvement conducted under SRFI that has not been approved, in writing, by SAPC in advance is subject to recoupment.

If delays occur that would extend the completion timeline beyond the dates outlined in the Work Plan, Contractor must submit a Statement of Work Modification that describes the reason for the delay and the revised target completion dates, and this must be approved by SAPC in advance of proceeding with the the project.