

Training Proposal and Subcontract Checklist

This is used if you are bringing in a speakers/trainer. Please ensure before submitting you have all required information below. Please submit at least 60 days in advance of training (if possible).

CHECKLIST		
<input type="checkbox"/>	Training Proposal	<p>Please fill this out completely.</p> <p>Total speaker Fees this includes preparation time, travel time (to and from) and presentation time. This will determine which Contractor Payment Form you use.</p>
<input type="checkbox"/>	Contractor Payment Justification Form	<p>There are 2 forms be sure to select the correct one.</p> <p>Needs to include:</p> <ol style="list-style-type: none"> 1. Resume or CV of Contractor 2. Agenda of the Training 3. If Sole Source – attach a copy of a former contract or invoice
<input type="checkbox"/>	Compensation Certification (included with Contractor Justification Form)	Signed and Dated by Contractor
<input type="checkbox"/>	Rate of Pay Certification (included with Contractor Justification Form)	Signed and Dated by Contractor
<input type="checkbox"/>	Sole Source Justification Questionnaire	<p>Question 2f needs to be detailed</p> <p>N/A is not an accepted response to any questions.</p> <p>There is a sample questionnaire available upon request from Lacey.</p>
<input type="checkbox"/>	Subcontract	<p>Needs to Include:</p> <ol style="list-style-type: none"> 1. Parties (Name of parties) 2. Period of performance (This will include prep, travel (to and from), and presentation.) Mention as outline in attached training proposal. 3. Scope of Services – Detailed account of the services you expect to receive. 4. Rate of Pay – The price and any details of the payment. It should contain an hourly or daily rate. 5. Mention travel (if applicable) – You do not have to have specific budget information but please list services i.e. airfare, per diem, rental car, mileage, etc. <ol style="list-style-type: none"> a. Add disclaimer to travel section of contract: as allowable by the State of Illinois travel guidelines. 6. Signature and Date – The contract must be signed and dated by both parties.
<input type="checkbox"/>	Addendum to Agreement	Filled out and signed by Grantee and the Contractor.