

# SUBCONTRACTOR PROCESS



## SITE NOMINATION

Sites will nominate potential subcontractors they wish to collaborate with using the [intake form](#).

## VETTING/APPROVAL

The CIT team will interview the nominated subcontractors to assess their compatibility in logistical, programmatic, and budgetary aspects.

## SUBCONTRACTOR LISTED ON PORTAL

Sites may visit [nyportal.org](https://nyportal.org) to review the approved subcontractor list

## SITE REQUESTS SUBCONTRACTOR

Sites will make their subcontractor selection using the form linked [here](#)

## PM, BOROUGH, & BUDGET PROPOSAL

Site director will meet with the borough lead or PM for preliminary approval. Next, the site director will meet with budget analyst for budget review and approval.

## CONTRACTS & PAPERWORK

CIT will review and share final contracts and paperwork. Subcontractors submit documents through the [intake form](#).

## CONTRACT APPROVED BY LEGAL

Once approval packets are completed and accepted by legal, the documents are sent for final approvals and signatures.

## STAFF COMPLIANCE

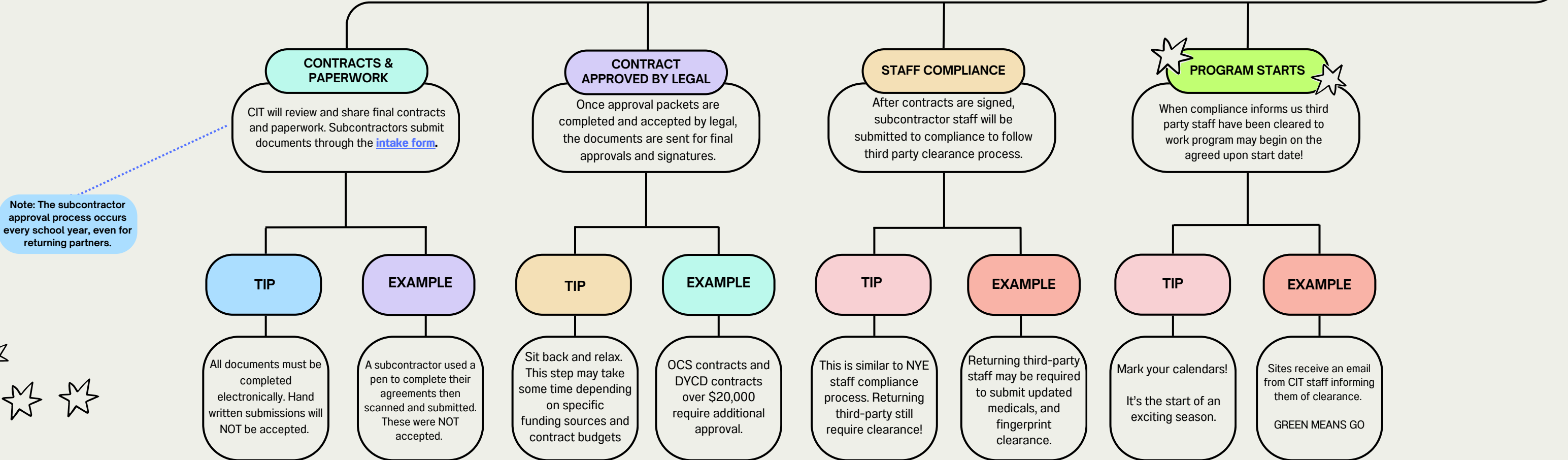
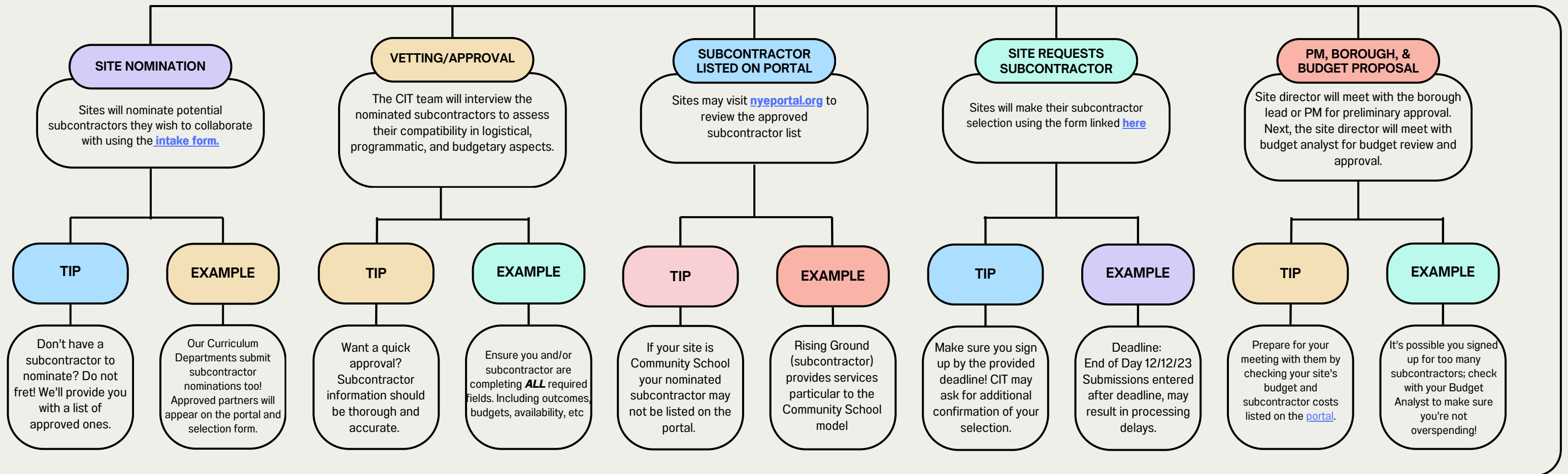
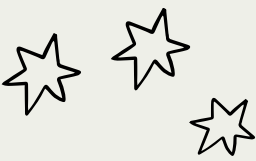
After contracts are signed, subcontractor staff will be submitted to compliance to follow third party clearance process.

## PROGRAM STARTS

When compliance informs us third party staff have been cleared to work program may begin on the agreed upon start date!



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Note: The subcontractor approval process occurs every school year, even for returning partners.

