

## Contract Approval

**Contract Approval** must be obtained prior to establishing a third-party contract. Written approval to initiate program activities must be obtained from CDC prior to establishing a written agreement for contractual services. All contractual fees, including travel and supporting costs should be documented in the Contractual Line Item. The contractor is subject only to the set of regulation requirements that applies to its type of organization, which may not necessarily be the same as that of the recipient.

❖ **TIPS** - All correspondence must be on official agency letterhead and must include the following:

- Date
- Grantee name and number
- Point of contact – name and phone number, and email address
- Two signatures – Authorized Business Official and Project Director

Required Documentation - Six (6) Contractual elements:

- Name of contractor. Identify the name of the proposed contractor and indicate whether the contract is with an institution or organization.
- Method of selection. State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.
- Period of performance. Specify the beginning and end dates of the contract.
- Scope of work. Describe in outcome terms, the specific services/tasks to be performed by the contractor as related to the accomplishment of program objectives. Deliverable should be clearly defined.
- Method of accountability. Describe how the progress and performance of the contractor will be monitored during and on close of the contract period. Identify who will be responsible for supervising the contract.
- Itemized budget with justification for each contract. Provide an itemized budget with appropriate justification. If applicable, include any indirect costs paid under the contract and the indirect cost rate used.

### Contract Approval Template

Date

Attn: \_\_\_\_\_

Grants Management Specialist  
CDC, Procurement and Grants Office  
2920 Brandywine Road  
Room 3000, Mail Stop E-09  
Atlanta, GA 30341

Re: Cooperative Agreement Award No. \_\_\_\_\_

Program Announcement \_\_\_\_\_

Request for Contract Approval

Dear Grant Management Specialist:

This letter is to request approval for a consultant for the cooperative agreement listed above.

<<Insert brief paragraph indicating reason for the request and a statement of bona-fide need, and include, in bulleted format the six (6) contractual elements. For sub-contractors providing goods or services which equal or exceed \$25,000, insert statement indicating that recipient has verified that the proposed consultant is not suspended or debarred per the Excluded Parties Listing System>>

If you have any questions regarding this request, please feel free to contact \_\_\_\_\_ at <<phone/email address>>.

Sincerely,

/s/  
Project Director

/s/  
Authorized Business Official