

Subcontractor Approval Guidance

Requests for Approval of Subcontractors

When you receive a completed form OOC 42 (Request for Approval of Subcontractor) from the prime contractor, you must review and prepare it for the signature of the Subrecipient RC. Two copies of this form must be submitted to the SHA Contract Awards Section and they must be double-sided. The prime contractor should also provide a copy of the actual subcontract. If one is not provided, it should be requested. This subcontract must be kept on file by the project engineer. Your review of the OOC 42 should include:

Page 1

Check all blanks and math for completeness and accuracy.

Page 2

Check the price breakdown for completeness and accuracy. Occasionally, an additional sheet is provided which also must be checked.

Page 3

Make sure the prime and sub have signed this page and names, addresses, and phone numbers are provided.

Page 4

This page will remain blank until signed by the Subrecipient RC or his representative.

After the document has been reviewed and signed, provide two copies to the Contracts Officer at the SHA OOC Contract Awards Section, Room 214. Those SHA representatives who should receive signed copies are the Assistant District Engineer, Construction, EEO Officer, Construction Office Engineer, and Field Documentation Reviewer. The project engineer should also keep a copy on file.

If you require assistance, you should contact the SHA Contracts Awards Section at (443) 572-5214.

Requests for Approval of Lower Tier Subcontractors

Occasionally, the prime contractor will submit a Form OOC 43, Request for Approval of Lower Tier Subcontractor. This lower tier sub will perform a portion of the work previously approved for another subcontractor. This form should follow the same review and approval process as the OOC 42. These requests are numbered to coincide with the subcontractor they will work for. For example, a third tier sub performing work for approved Subcontractor No. 3 will be numbered as 3-A.