

Subrecipient Risk Analysis Process for Contracting

1. The Contract Analyst will locate risk analysis worksheet in COEUS IP record.
2. The Contract Analyst will review the worksheet completed by Post Award, along with any supporting documentation to determine the nature of the risk and appropriate template (risk mitigation strategy) to use.
3. If risk analysis worksheet indicates Special Considerations, Contract Analyst should work with Post Award Specialist/ Manager to determinate nature of the special consideration. Add additional language to the contract as appropriate and outline risk mitigation strategy under Contracting Comments Section D. Elevate to Lead Analyst if you need assistance in determining additional language.
4. The Contract Analyst will include any notes that should be added to the Portal on the worksheet as well.
5. Once the risk analysis worksheet and draft subcontract are completed, risk analysis worksheet should be sent to RQA via rqa@purdue.edu. A copy of the completed risk analysis worksheet should also be sent to the Post-award manager to be added to Perceptive Content.
6. Upon final execution of the subcontract, the Contract Analyst will update RQA of any changes to the mitigation strategy.