

Subrecipient Risk Analysis Process for Contracting

1. The Contract Analyst will locate the Subrecipient Risk Analysis Form & Subrecipient Tab Document in Perceptive Content.
2. The Contract Analyst will review the Subrecipient Risk Analysis Form completed by the Funding Administrator, along with any supporting documentation to determine the nature of risk(s), if any, and the appropriate template (risk mitigation strategy) to use.
3. If the Subrecipient Risk Analysis Form indicates special considerations, the Contract Analyst should work with the Funding Administrator/Manager to determine the nature of the special consideration. The Contract Analyst will add additional language to the contract as appropriate and outline the risk mitigation strategy on the Subrecipient Mitigation Strategy document.

Note: The Contract Analyst should elevate special considerations to a Manager/Director if you need assistance in determining an appropriate mitigation strategy and supporting contract language. Contract Managers and/or the Director will evaluate atypical risks to the Risk Assessment Committee for an in-depth review as needed.

4. The Contract Analyst will include any notes that should be added to the Subrecipient Monitoring Portal on the Subrecipient Mitigation Strategy document.
5. The Subrecipient Mitigation Strategy document and the fully executed Subaward will be sent to the SPS Support Group to be uploaded to Perceptive Content and routed to Post Award.