



Transforming Federal Work-Study: A Call for Applications



VIRGINIA
**TALENT +
OPPORTUNITY
PARTNERSHIP**

CREATING PATHWAYS TO PROFESSIONS

January 2024

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FAST FACTS

Overview

Recognizing the diversity of Virginia's higher education institutions and the fact that institutions are at various stages in the process, the intent of this call for applications is to support institutions wherever they are at in their journey to transform federal work-study (FWS) jobs to be internships/more internship-like while adhering to federal policy requirements for FWS.

In 2022, with assistance from a work group, State Council of Higher Education for Virginia (SCHEV) staff developed a [toolkit](#) for the Virginia Talent + Opportunity Partnership (V-TOP) so that institutions do not have to start the transformation process from scratch. The toolkit offers guidance, consideration and resources/case studies designed to be useful wherever an institution is at in the process and regardless of organizational structure – offices and staff involved in FWS implementation. The toolkit informed the request for proposal process for these competitive grants available to institutions beginning in 2023.

The grants can be used for implementation planning, piloting or scaling transformed FWS programs, depending on where an institution is in the process. V-TOP seeks to support the transformation of FWS at every public higher education institution by 2027. Future funding rounds will be held each January and July for first-time submissions.

Important Dates

January 22: Call for applications issued

January 29: Pre-proposal information session

February 22: deadline for proposal submission to SCHEV

April 22: grant awards announced

July 15: deadline for proposal submission to SCHEV

October 15: grant awards announced

Questions

For questions about the call for applications contact:

Emily Salmon, Senior Associate for Strategic Planning and Policy Studies

State Council of Higher Education for Virginia

emilysalmon@schev.edu

Cell: 804-396-0875

BACKGROUND

Virginia Talent + Opportunity Partnership

In 2019, the [Virginia Talent + Opportunity Partnership](#) (V-TOP) became a formally established partnership between the State Council of Higher Education for Virginia (SCHEV) and the Virginia Chamber of Commerce. V-TOP is funded through the Commonwealth Innovative Internship Fund with the intent to: 1) Expand paid and credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers and 2) facilitate the readiness of students, employers and institutions of higher education to participate in internships and work-based learning.

Transforming Federal Work-study Jobs

V-TOP via SCHEV staff, convened six work groups in 2020 and 2021 to identify areas of emphasis, deliverables and a workplan to scale the partnership in the near term. During the work group meetings, issues related to making on-campus jobs more internship-like came up frequently. As a result, one of the V-TOP areas of focus includes transforming federal work-study (FWS) jobs into internships or to be at least more internship-like.

For purposes of establishing consistency, the National Association of Colleges and Employers ([NACE](#)) defines internships as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Making FWS jobs at least more internship-like means at least some of the elements from the definition above should be incorporated into the FWS position(s).

SCHEV issued a call in early 2022 for volunteers to serve on a work group to help institutions figure out how to do this on their respective campuses. Input from the work group shaped the resultant [toolkit](#) document. The toolkit assists institutions by providing guidance and solutions as they make decisions, create policy, overcome regulatory barriers, etc., and transform (some) FWS jobs to be internships or at least, more internship-like. The toolkit subsequently informed this call for applications for competitive grants available to institutions this year to plan or implement transformed FWS programs.

PURPOSE

Other states and institutions have expanded the availability of internships for their students by transforming FWS. As V-TOP strives to expand work-based learning opportunities for college students, transforming FWS jobs is one means to multiply those opportunities. Additionally, the transformation improves access to those transformed internships/internship-like positions for students who otherwise might not be able to seek internships due to financial aid FWS obligations.

Three competitive grant tracks for funding will be offered to meet an institution wherever they are at in the process; the tracks are summarized below. Institutions do not have to start at the beginning (implementation planning) unless necessary; otherwise they apply for the stage they are in or about to undertake.

Implementation Planning: This track applies to institutions just starting to think about (or in the midst of) aligning key offices, functions, positions and shoring up leadership support for the transformation. This stage is predominately institution/internally focused.

Piloting the Transformation: Once implementation planning is well underway or nearing completion, an institution will determine how to pilot the transformation and where to start. The approach can vary but should be data informed.

Scaling the Transformation: Once an institution has piloted the transformation, the next phase involves scaling the transformation. Scaling can be across a program, school, institution or to off-campus (i.e., non-profits).

LIMITED SUBMISSION

Each Virginia public institution of higher education (IHE) may submit one proposal during a given fiscal year. If previously funded, a public IHE may submit a subsequent proposal no more than three months before the existing funding cycle has ended. The funding of the subsequent proposal is contingent on the fulfillment of existing grant-related obligations. See the award type and amount below for more details.

AWARD TYPE AND AMOUNT

Funds will be awarded in the form of a grant, with a Memorandum of Understanding between SCHEV and the institution (see Appendix).

Implementation Planning Grant: One-year award. Maximum total request (over one year): \$25,000.

Piloting Grant: Two-year award. Maximum total request (over two years): \$100,000.

Scaling Grant: Three-year award. Maximum total request (over three years): \$200,000.

There is no minimum award requirement for any of the three grant tracks.

Matching funds (for all three grant tracks): none required.

PERIOD OF PERFORMANCE

Grant periods:

- Implementation Planning – One year.
- Piloting – Two years.
- Scaling – Three years.

KEY DATES TO REMEMBER

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ELIGIBILITY, PROPOSAL AND SUBMISSION REQUIREMENTS

Eligibility

To have its proposal reviewed, an institution of higher education must meet all eligibility requirements specified below.

- Operate in Virginia as a public institution of higher education (two- or four-year).
- Submit no more than one proposal for all of its campuses/locations.
- Required Content of Proposals

To be eligible for review, a proposal must contain/address all of the below with clearly labeled and corresponding sections. Versions of some questions pertain to specific

tracks. Review and respond according to the track for which your IHE is seeking grant funding.

Cover Sheet

The cover sheet should include the following information:

- Title of proposed project.
- Name and contact for the lead person overseeing the day-to-day work for the grant.
- Track for which funding is requested: Implementation planning, piloting or scaling.
- Total amount of funds requested over the entire grant period based on selected track.
- Printed name, title and signature of authorized signer for the institution.

Proposal Narrative

Proposal narratives will be assessed using the scoring below (maximum of 70 points) and the criteria described in the “Application Processing, Review Criteria and Award” section. In addition, up to 10 points can be awarded by the reviewers at their discretion for a possible total of 70 points. Impact points may be awarded based on the reviewers’ recognition of the overall value of the proposed activities, use of the FWS toolkit and/or approach to the transformation process.

Proposal narratives must include the sections listed below in the same order and with identical headings.

1. Table of Contents
2. Executive Summary: The summary may be published on the V-TOP website and used for a press release if the proposal is funded. (5 points; 1-page limit).
3. Project Description: (7-8-page limit)
Identify the track for which your IHE is seeking grant funding. Select one of the following: implementation planning; piloting or scaling (5 points).

Brief History: Provide a brief history of where your IHE is at in the transformation of FWS positions. Who is involved currently? Who will be shepherding the (planning, piloting or scaling) process? Provide specific names and position titles where appropriate. (10 points; about 1 ½ pages)

If you are requesting funds to pilot or scale; please provide context relative to

the implementation planning process and/or piloting of the transformation that has previously occurred. Be concise but specific. Review, reference and connect to the FWS toolkit components where possible and appropriate.

Work Plan: (select and respond to one of the following based on the track you are requesting grant funds for): (25 points; about 5 pages)

For implementation planning, describe your one-year plan to prepare for the transformation. Identify any portions of the toolkit processes you have utilized/completed, intended activities during the one-year grant and describe your plans once the grant term has ended.

For piloting, describe your two-year plan for the transformation. Identify any portions of the toolkit processes you have completed and describe your plans once the grant term has ended (including intentions to scale).

For scaling, describe your three-year plan to plan for the transformation. Identify any portions of the toolkit processes you have utilized/completed and briefly describe your plans once the grant term has ended (this should include sustainability of the transformation over the long term).

Milestones and Timeline: Milestones are the completion of activities/steps listed in the "[Transforming Federal Work-Study: A Toolkit for Higher Education Institutions](#)." Note: IHE do not need to adhere to every aspect of the FWS toolkit but the ability to connect to and use the toolkit will weigh the scoring favorably. The timeline can also include progress measures leading to completion of the milestones (10 points; about 1 page)

4. Conclusion: Key reasons why your proposal should be funded. State your case in a few sentences. (5 points; ½ a page)
5. Budget and Budget Narrative: Provide a detailed budget for each year (as applicable) of the grant period and cumulatively. For example, Budgets will be accepted in either Excel or Word. Consider using standard direct cost budget categories such as salaries/wages, benefits, travel (for staff), supplies, etc. Grant funds cannot be used for indirect costs.

Provide a brief description of the planned expenditures. The amounts for each budget line item must be documented and justified in the budget narrative. (no points; about 2 pages)

Some examples of appropriate budget items for specific tracks are provided below.

Implementation planning: Compensation for existing staff to take on the additional duties; marketing; training of existing staff and faculty, tracking/performance management platforms or services.

Piloting or Scaling: Training of existing staff and faculty to help transition the experience; creation of general training for students that would serve all internship opportunities (e.g. customer service skills, using common software programs); marketing of the program; additional staff to assist with tracking and/or performance management (performance measurement and student outcomes). For FWS student interns: stipends to address professional attire needs, technology, childcare or transportation.

Submission Requirements

Please submit the institution's application to SCHEV via email to Emily Salmon, Senior Associate for Strategic Planning and Policy Studies, at emilysalmon@schev.edu. Please submit the proposal in a single pdf file; however, the detailed budget may be submitted in Excel.

Priority Categories

Priority will be placed on proposals from institutions that make connections to the [FWS toolkit](#).

GRANTEE COMMITMENTS

By and upon accepting grant awards from this program, grant recipients commit to:

- Comply with Federal Work-Study regulatory requirements.
- Attend an orientation for the awarded institutions.
- Produce and submit annual (12-month) progress reports to SCHEV to monitor activities, work plan and progression and milestone achievement. Essentially an updated proposal narrative.

APPLICATION PROCESSING, REVIEW CRITERIA AND AWARD

Application Processing

Upon receipt via email of an application package, SCHEV staff will respond by return email within two business days to confirm receipt.

Review of applications is a two-step process. First, SCHEV staff will conduct an administrative review to ensure that proposal packets are complete and conform to administrative requirements in this Call for Proposals. Some applicants may receive follow-up questions from SCHEV staff. If issues of compliance are found, SCHEV staff will work with the applicant to resolve the issue(s), if possible.

Conforming applications will move to the second stage where proposals will be evaluated and ranked by a team of professionals with relevant experience and knowledge.

Review Criteria

The number of points available for each section of the application is listed in “Required Content of Proposals.” The maximum score is 60 points.

Award

SCHEV leadership and staff will examine the review team’s assessment of the proposals and make the final decision regarding awards. SCHEV staff may negotiate with applicants prior to making award decisions. SCHEV could consider many factors in making awards, including but not limited to the consensus score awarded by the review team, reviewer comments, the overall quality of the proposal, the proposed use of grant funds, geographic distribution and distribution across institutional type.

Funds will be awarded in the form of a grant, with a Memorandum of Understanding (MOU) between the SCHEV and the institution (see Appendix). Upon execution of the MOU, SCHEV will notify the Virginia Department of Planning and Budget to release the approved funds to the grantee for the fiscal year.

AWARD ADMINISTRATION

SCHEV staff would like to build a relationship with grantees and foster a collaborative approach to addressing issues and removing any roadblocks that arise. For details regarding post-award revisions that require prior approval, along with other conditions of award, please see Appendix: Terms and Conditions of Award, specifically Attachment 1. Special Terms and Conditions.

APPENDIX: ASSURANCES AND CERTIFICATIONS – TERMS AND CONDITIONS OF AWARD

Assurances and Certifications

The Authorized Organizational Representative (AOR) signing the cover page is assuring and certifying the following:

Certification Regarding State Funds: The AOR is certifying that the organization understands that SCHEV is awarding state funds. The organization will comply with all rules and regulations regarding state funds, including but not limited to the Commonwealth Accounting Policies and Procedures Manual, the Virginia Public Procurement Act (when applicable) and the Library of Virginia’s Virginia Public Records Management Manual.

Terms and Conditions

Grantor and grantee agree that this MOU will be performed in accordance with the following:

- 1. The statement of work and budget for this award are as specified in the grantee’s proposal submitted (date; to be filled in only if grant awarded) and incorporated herein by reference. In its performance of the statement of work, grantee shall be an independent entity and not an employee or agent of grantor.**
- 2. Matters concerning the performance of this award should be directed to the appropriate party’s contact, as shown in Attachments 3A & 3B. [To be completed at time of award]**
- 3. Matters concerning the request or negotiation of any changes in the terms, conditions or amounts cited in this award agreement, and any changes requiring prior approval, should be directed to the appropriate party’s Contact, as shown in Attachments 3A & 3B. Any such changes made to this MOU require the written approval of each party’s Authorized Official as shown in Attachments 3A & 3B.**
- 4. Incorporated into this MOU by reference are the Call for Proposals, the entirety of the grantee’s application packet including the assurances and certifications, the special terms and conditions in Attachment 1 and the general terms and conditions in Attachment 2.**

Signature lines will be added at time of award.

Attachment 1: Special Terms and Conditions

Applicability

The terms and conditions in the MOU and all attachments apply directly to the grantee and also apply to collaborating entities, subrecipients and contractors. The grantee is accountable for the performance of the project, program or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the grantee, as cited in the MOU and all attachments.

Should the grantee recruit students to participate in the pilot and collect primary data from them, the grantee is accountable for maintaining high standards of ethical conduct and following Institutional Review Board's due procedures when appropriate.

Changes

The changes listed below require the prior approval of the grantor in writing. Requests should be directed to the grantor's Contact, as shown in Attachments 3A & 3B.

- **Changes to the scope of the project**
- **Changes to milestones and timelines that would jeopardize the completion of activities by the end date of the grant period**
- **Changes to key personnel named in the approved proposal**
- **Plans for continued progress during extended absence of lead personnel**
- **Changes to the budget resulting in a deviation of 20% or more in any budget category; the request must include the current allocation of resources along with specific detail and justification for the reallocation**

No-cost extensions require the approval of the grantor. Requests for a no-cost extension should be addressed to and received by the Contact, as shown in Attachments 3A & 3B, not less than sixty (60) days prior to the desired effective date of the requested change.

Disbursement of Funds, Accounting and Audit

Grantor will authorize the State Comptroller and the Virginia Department of Planning and Budget to release the awarded funds to the grantee.

All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the grantee.

Award monies not expended by the end of the period of performance must be returned.

The grantee will oversee the expenditure of all grant funds by all parties and ensure that all funds are expended in strict compliance with state rules, regulations and guidelines; the terms and conditions of this MOU; professional accounting standards; and all applicable state laws and requirements.

The grantee will maintain systematic accounting records of all expenditures relating to this award, including the supporting source documentation. Records will be retained by the grantee in accordance with Library of Virginia Record Retention Policy.

Records will be available for inspection and/or audit by SCHEV, the Virginia Auditor of Public Accounts or other appropriate entity.

Reporting

Report type and due dates are required as detailed in the Call for Proposals.

Termination of Award

SCHEV may terminate this award in the event of non-compliance with the terms and conditions of this MOU, significant lack of progress including failure to achieve milestones on the timeline set forth in the proposal, or other extenuating conditions. In the case of termination, the grantee will return any unexpended and unobligated funds.

Attachment 2: General Terms and Conditions

A. **VENDORS MANUAL**: NA

B. **APPLICABLE LAWS AND COURTS**: This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the grantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, §2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The grantee shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION**: By signing this contract, the grantee certifies to the State Council of Higher Education for Virginia that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act (VPPA). The grantee shall not discriminate against any recipient of goods, services or disbursements made pursuant to the contract on the basis of the recipient's religion, religious

belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, §2.2-4343 1.E.).

1. During the performance of this contract, the grantee agrees as follows:

a. The grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the grantee. The grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The grantee, in all solicitations or advertisements for employees placed by or on behalf of the grantee, will state that such grantee is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The grantee will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. ETHICS IN PUBLIC CONTRACTING: By signing this contract with the State Council of Higher Education for Virginia, the grantee certifies that their offer is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with their offer and that they have not conferred on any public employee having official responsibility for this transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By signing this contract with the State Council of Higher Education for Virginia, the grantee certifies that the grantee does not, and shall not during the performance of the contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. DEBARMENT STATUS: By signing this contract, grantee shall certify that they are not currently debarred by the Commonwealth of Virginia from contracts for the type of activities

covered by the Scope of Work/proposal, nor are they an agent of any person or entity that is currently so debarred. (Not applicable to state agencies)

G. **ANTITRUST**: By entering into this contract, the grantee conveys, sells, assigns and transfers to the State Council of Higher Education for Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the State Council of Higher Education for Virginia under said contract. (Not applicable to state agencies)

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs**: NA

I. **CLARIFICATION OF TERMS**: NA

J. **PAYMENT**: See “Disbursement of Funds, Accounting and Audit” in Attachment 1: Special Terms and Conditions.

K. **TESTING AND INSPECTION**: The State Council of Higher Education for Virginia reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications in the Scope of Work.

L. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the grantee in whole or in part without the written consent of the State Council of Higher Education for Virginia.

M. **PRECEDENCE OF TERMS**: The following General Terms and Conditions VENDORS MANUAL (NA), APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTRAL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS (NA), CLARIFICATION OF TERMS (NA), PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions, the Special Terms and Conditions shall apply.

O. **QUALIFICATIONS OF (BIDDERS/OFFERORS)**: NA

P. **TESTING AND INSPECTION**: NA (duplicate of I. above)

Q. **ASSIGNMENT OF CONTRACT**: NA (duplicate of J. above)

R. **CHANGES TO THE CONTRACT**: See Attachment 1: Special Terms and Conditions.

S. **DEFAULT**: See Attachment 1: Special Terms and Conditions.

T. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from state sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.

W. **USE OF BRAND NAMES:** NA

X. **TRANSPORTATION AND PACKAGING:** NA

Y. **INSURANCE:** NA

Z. **ANNOUNCEMENT OF AWARD:** NA

AA. **DRUG-FREE WORKPLACE:** During the performance of this contract, the grantee and subcontractors agree to provide a drug-free workplace for the grantee's employees. Grantee will inform employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana is prohibited in the grantee's workplace.

BB. **NONDISCRIMINATION OF Grantees:** Grantee shall not be discriminated against because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because grantee employs ex-offenders unless the State Council of Higher Education for Virginia has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services or disbursements provided pursuant to this contract, objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services or disbursements from an alternative provider.

CC. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS AND ORDERS:** NA

DD. **AVAILABILITY OF FUNDS:** The parties herein understand and agree that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

EE. **SET-ASIDES:** NA

FF. **BID PRICE CURRENCY:** N

GG. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** NA

Additional Terms and Conditions

A. **RENEWAL OF CONTRACT**: NA

B. **ADDITIONAL INFORMATION**: NA

C. **DELIVERY POINT**: N/A

D. **eVA Business-To-Government Contracts and Orders**: NA

E. **PRIME GRANTEE RESPONSIBILITIES**: The grantee shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention.

Subcontractors who perform work under this contract shall be responsible to the prime grantee. The grantee agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

F. **PROPOSAL ACCEPTANCE PERIOD**: NA

G. **WARRANTY**: NA

H. **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the grantee desires to subcontract some part of the work specified herein, the grantee shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The grantee shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

