

**Provider Category Determination Worksheet  
Required by OMB Circular A-110**

**Principal Investigator:** \_\_\_\_\_

**Prime Sponsor:** \_\_\_\_\_

**Prime Award Number (if any):** \_\_\_\_\_

**Proposal Number:** \_\_\_\_\_

**Proposed Subcontractor or Vendor:** \_\_\_\_\_

1. Why was this entity selected to perform the work?
  
2. Will this entity perform substantive programmatic work under the grant or contract?  
  
If yes, describe the programmatic work.
  
3. Will this entity bear responsibility for programmatic decision making and measurable performance requirements?  
  
If yes, in what ways will the entity bear responsibility?
  
4. Does the entity expect to retain intellectual property rights in the proposed work?
  
5. Will the entity provide goods or services to the University of Delaware that it also provides to other customers as part of its normal business operations?  
  
If no, explain how their services/goods are unique to this project.
  
6. Is this entity owned or controlled by an employee, an affiliate of an employee or a close relation to an employee of the University of Delaware?
  
7. Does this entity possess a proven professional or technical competence that will be provided to the University of Delaware?  
  
If yes, provide examples.

**8.** Is this entity considered an independent work for hire without any rights to the end product?

**9.** Were competitive bids, quotes or proposals solicited by the University of Delaware Procurement Service department?

If no, why not?

**10.** Please attach itemized budget justification or copies of bids, quotes or proposals solicited by the University of Delaware Procurement Services department to reflect rationale for the price to be paid under this proposal.

# Definitions

## Question # 2

**Subcontractor performs substantive programmatic work under a grant or contract.**

### **Definition of “substantive programmatic work”**

1. A subcontract is an appropriate procurement mechanism when the collaboration is substantive programmatic work which is beyond mere analytical work-for-hire normally conducted by a routine service provider.
2. The collaboration is substantial enough that the collaborating individual or organization **will** participate in preparation of results, publication, presentation or other collaborative participation beyond routine analytical work.
3. The collaborator will maintain control of the work to be performed under the subcontract.

## Question # 3

**Subcontractor bears responsibility for programmatic decision making and measurable performance requirements.**

### **Definition of “programmatic decision making”**

Does the subrecipient have responsibility for programmatic decision making?

Example – If UD provides funds to an entity to conduct an independent research project, the agreement would be characteristic of a subaward, because the subrecipient would be responsible for designing the research and determining how to carry out that research. The subrecipient's research areas must be consistent with the scope of work that the prime sponsor approved for UD.

## Question # 5

**Vendor (PO) - The procurement of goods or services from an organization which provides the goods and services to many different purchasers as part of its normal business operations within a competitive environment Not subject to the same compliance requirements as a subcontractor (if the source is a Federal award).**

## Question # 8

**Consultant is considered a work for hire and does not retain any rights to the end product.**

## Question # 10

**Subcontracts are charged overhead on the first \$25,000 budgeted. The vendor or consultants are charged overhead for all expenses related to the work. It is helpful to get this distinction in your budgets at the time of proposal so that your budget need not be revised due to a change. These changes may require approval from the sponsor.**