

CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST

SUBRECIPIENT NAME

GRANT SUBAWARD #

Complete this form, and provide required attachments, to request an exemption to the maximum allowable rate for independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour (including travel time) (Subrecipient Handbook (SRH) Section 3710.1). For the elements and criteria that must be included in the contract, refer to SRH Section 3610.1 for a contractor and SRH Section 3710 for a consultant.

Contractor/Consultant:			
Total Contract Amount:	\$	Rate per 8-Hour Day	\$
Service Provided:			
Contract Start Date:		Contract End Date:	

Attach the following:

- Detailed description of the service provided by the Contractor/Consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes or bids for the service to be provided – only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals (RFP) – only for contracts above \$50,000
- Non-Competitive Bid Request (Cal OES 2-156) – if applicable, and only for contracts above \$10,000.

Contract Previously Approved by Cal OES: Yes No If yes, and the contract is still in effect (i.e., end date above has not passed), attach the previously approved form and documentation in lieu of the above.

Subrecipient Signature – Individual must be on the Signature Authorization Form, Cal OES 2-103

I certify that the contractor/consultant rate requested is the most advantageous that could be obtained for the services provided.			
Typed Name:		Title:	
Signature:		Date:	

Cal OES Approvals

Yes N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Justification supports the need for an exemption to the maximum rate |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation supports that the rate is normal for the contractor/consultant |
| <input type="checkbox"/> | <input type="checkbox"/> | Three Quotes are included (for contracts above \$10,000 only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation of competitive bid or RFP (for contracts above \$50,000 only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-Competitive Bid Checklist is included (if applicable) |

Program Specialist:		Date	
Unit Chief:		Date:	