

IPR FLEX REGISTER OF CONTRACTORS, SUBCONTRACTORS AND SUPPLIERS INSTRUCTIONS

Explanation of Form

What it is used for: To document all procurements of \$10,000 or more made in an IPR Flex project. To assist in assuring compliance with Section 3.

When it is used: Procurements are registered as they occur or on a monthly basis prior to submittal. This form is compiled by the Subrecipient, the Prime Contractor, and each subcontractor per the instructions below for each month and part of month during the course of a contract.

Where it goes: The Subrecipient files all reviewed and accepted submittals in their procurement and equal opportunity project files.

Instructions:

- Complete the “Month Covered” and “Date Completed” in the top right corner.
- ROUND CONTRACT AMOUNTS TO THE NEAREST DOLLAR.
- RECORD THE PHYSICAL ADDRESS OF BUSINESS ONLY. P. O. Boxes and other mailing addresses are not acceptable.
- RECORD THE IRS # (SSN). The form will be returned if it is not filled out.
- A procurement is registered one time and only for the month in which it occurred; DO NOT DUPLICATE PROCUREMENTS ON SUBSEQUENT SUBMITTALS.

SUBRECIPIENT’S RESPONSIBILITIES: The Subrecipient should complete this form each month to register all applicable procurements with Prime Contractors, subcontractors and suppliers. For submittal to itself the Subrecipient completes line (1) of SECTION I; line (2) and (3) will be left blank. For every procurement with a Prime Contractor, the Subrecipient should complete lines (1) and (2) of SECTION I and supply the Prime Contractor with enough copies for the duration of the contract. After submission of the Register by its Prime, the Subrecipient must review the Register for completeness, accuracy and consistency. The Subrecipient should not pay the prime its final invoice until it has received all of the required Registers and has determined their accuracy.

PRIME CONTRACTOR’S RESPONSIBILITIES: The Prime Contractor must prepare and submit this form every month and part of month to the Subrecipient along with any submittals received from subcontractors. The Prime Contractor must use the forms supplied by the Subrecipient in which lines (1) and (2) of SECTION I are already completed and line (3) remains blank.

In SECTION II, the Prime will record in the first row his or her contract information with the Subrecipient. In the following rows, the Prime will identify each procurement of \$10,000 or more as either ‘subcontractor’ or ‘supplier’ and will give complete information in the remaining columns. For every procurement with a subcontractor, the Prime Contractor should complete item (3) of SECTION I (lines (1) and (2) being already completed by the Subrecipient).

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