

**SUBCONTRACT REVIEW CHECKLIST FOR  
FEDERAL AID AND 100% STATE FUNDED PROJECTS**

S. R.: \_\_\_\_\_ Section: \_\_\_\_\_ ECMS No: \_\_\_\_\_ Date: \_\_\_\_\_

Sub-Contractor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector-in-Charge  
Or Designated Representative

Please verify that each item listed below is physically incorporated into the subcontract before the subcontractor begins work. The prime contractor must have the subcontractors on the project site.

DESCRIPTION OF ITEM	REQUIRED FOR FEDERAL PARTICIPATION	REQUIRED FOR 100% STATE
Executed and dated signature page	<input type="checkbox"/>	<input type="checkbox"/>
Summary of items and quantities to be performed	<input type="checkbox"/>	<input type="checkbox"/>
Commonwealth Nondiscrimination/Sexual Harassment Clause. Designated Special Provision 10 (DSP 10), Publication 408 dated _____ (enter governing specification date and change no.)	<input type="checkbox"/>	<input type="checkbox"/>
Commonwealth Contractor Integrity Provisions. Designated Special Provision 11 (DSP 11), Publication 408 dated _____ (enter governing specification date and change no.)	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for Commonwealth Contracts concerning the Americans with Disability Act. Designated Special Provision 3 (DSP 3), Publication 408 dated _____ (enter governing specification date and change no.)	<input type="checkbox"/>	<input type="checkbox"/>
Offset Provision for Commonwealth Contracts. (DSP 1)	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Responsibility Provisions. (DSP 2)	<input type="checkbox"/>	<input type="checkbox"/>
Special Supplement-Anti Pollution Measures-August 26, 1999 (DSP 9)	<input type="checkbox"/>	<input type="checkbox"/>
Paragraphs A, B, C and D of the DBE Goal Chapter from Disadvantaged Business Enterprise requirements. Designated Special Provision 7 (DSP 7), Publication 408 dated _____(enter governing specification date and change no.)	<input type="checkbox"/>	N/A
F.A.R. – Required Contract Provision, Federal Aid Construction Contracts. Designated Special Provision 8 (DSP 8) Publication 408 dated _____ (enter governing specification date and change no.)	<input type="checkbox"/>	N/A

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DESCRIPTION OF ITEM	REQUIRED FOR FEDERAL PARTICIPATION	REQUIRED FOR 100% STATE
Executive Order 11246 (with Appendix A and B). Designated Special Provision 12 (DSP 12), Publication 408 dated _____ (enter governing specification date and change no.)	<input type="checkbox"/>	N/A
The wage rate predetermination from contract	<input type="checkbox"/>	<input type="checkbox"/>
MBE/WBE Participation Requirements	N/A	<input type="checkbox"/>
<b>THE FOLLOWING ITEMS ARE NOT REQUIRED TO BE IN THE CONTRACT DOCUMENT BUT MUST BE KEPT ON FILE:</b>		
EEO Policy	<input type="checkbox"/>	<input type="checkbox"/>
Fringe Benefits	<input type="checkbox"/>	<input type="checkbox"/>
Avenue of Appeal	<input type="checkbox"/>	<input type="checkbox"/>
Right to Know	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

- 1) All of the items listed above must be contained in the subcontract documents.
- 2) For any clarifications to the above items, refer to the contract document
- 3) **If a copy of the executed subcontract is not available for review, do not allow the subcontractor to begin work. Refer to Publication 408, Section 108.01.**