

## **AIHEC SUBAWARD SELECTION PROCESSES**

Process Description Adopted: January 30, 2013

The Central Office of the American Indian Higher Education Consortium (AIHEC) has adopted the following processes to standardize and institutionalize the selection of subawards for grant funds administered by AIHEC, including request-for-proposal dissemination, review panel selection, review criteria and additional selection procedures. These Subaward Selection Processes are intended to provide for fair, impartial, and balanced award selection and will be implemented when AIHEC begins a process of making one or more subawards, unless otherwise directed by the granting entity.

- (1) Subaward Selected by Funding Agency. AIHEC may enter into contracts and make awards and subawards to member institutions and other partnering organizations selected by the funding agency, when appropriate.***

In certain circumstances, AIHEC will provide subaward funding to institutions and organizations selected by the funding agency based upon individualized selection procedures established by the original funding agency. AIHEC will participate in the selection process as appropriate and assure that institutions and organizations selected for subawards are (Regular) Members in good standing, as outlined in the AIHEC Grant Compliance Monitoring System and otherwise meet federal funding requirements.

AIHEC will contact the selected institution/organization to discuss the subaward contract and respond to any questions or issues parties may have. An AIHEC subaward contract will be drafted and executed between AIHEC and the selected institution/organization.

- (2) Sole Source Selection. AIHEC may, through a competitive process or prior work experience, identify an organization or entity for services within the project proposal to a funding entity, which shall result in a sole-source subaward if the project proposal is funded.***

Through implementation of a competitive process prior to proposal submission, or based on prior work experience and research, AIHEC may identify an organization or entity by name for subaward in a funding proposal and draft budget submitted to a funding organization. Justification for the identification of the pre-selected organization will be included in the proposal based upon the specific project needs and the unique services/resources to be provided by the pre-determined organization or entity. Approval of the sole-source selection will be assumed if the funding agency awards project funds.

Upon receipt of project funding, AIHEC will execute a subaward contract between AIHEC and the pre-selected organization or entity.

- (3) Competitive Solicitation Selection. AIHEC will solicit project proposals through a Request for Proposals procedure and select subawards through a competitive selection process. This process is the default (standard) process to be implemented by AIHEC, in absence of special circumstances requiring implementation of funding agency selection or sole source selection.***

**a. Request for Proposals**

AIHEC will develop a Request for Proposals solicitation and disseminate it to all Regular Member institutions, or to a group of regional member institutions, as appropriate based on funding entity requirements. [Note: If permitted by funding entity, *all* AIHEC Members, Regular and Associate, shall be included as eligible entities and the RFP will be disseminated to *all* AIHEC members.] The Request for Proposals will identify the funding entity, the initiative goals, the need for services or projects, subawardee expectations, proposal review criteria, an estimated budget, and other details, as appropriate. The Request for Proposals will be disseminated via email, the AIHEC website, and additional media, as appropriate. The deadline to receive responses to the Request for Proposals will be clearly stated within the solicitation document and AIHEC will strictly adhere to the identified due date.

**b. Panel Selection**

AIHEC will identify a qualified panel to review each of the proposals received by the established due date. The panel shall consist of at least one AIHEC staff member familiar with the initiative, representatives from the funding entity, subject matter experts, as well as other qualified reviewers. The selection panel shall consist of at least three members.

**c. Selection Criteria**

AIHEC will provide the review panel members a proposal review score sheet. The scoring sheet will allow each panel member to numerically score the various parts of the proposal (as determined in the Request for Proposals and as required by the funding entity, if relevant), and make comments on each section. Numerical scores will be tallied and the comments for each section will be discussed to determine an overall ranking of the applications. The selection panel reserves the right make the subaward selection based upon a combination of the numerical score of the proposal, comments and discussion among panel members, applicant experience relevant to the project, and available applicant resources to conduct the proposed project (as described in the applicant response to the RFP).

Proposal review score sheets for each panel member and any additional materials used to select the subawardees(s) will be kept in the appropriate grant file, and will make available to the applicant upon request.

**d. Award Announcement**

Once the Subawardee has been selected, the institution will be notified via email and regular mail. All applicants whose proposals were not selected for funding will be notified via email. AIHEC will contact the selected institution to discuss the subaward contract and any questions or issues the parties may have. A subaward contract will be drafted and executed between AIHEC and the selected institution.

AIHEC will strictly adhere to its grant monitoring and compliance procedure as the subaward is administered.