Crosswalk for Changes to the Subcontracting Form (SUBCONTRACTING FORM OMB # 0938-1016)

| **Section** | **Type of Change** | **Rationale for Change** |
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| Contract Supplier Information | Removed contract supplier information box. The Bidder Number and PTAN were removed entirely from the form. The Contract Number remains on the form in a later section | To streamline the entering of [necessary] data onto the form.  |
| All Sections | Moved “\* - denotes required fields” to above the subcontractor information box | To make the note more prominent. |
| Subcontractor Information | Added an “Add or Remove this Subcontractor” drop down field | To allow user the option to remove a subcontractor. |
| Subcontractor Information: Doing Business As Name | Added “Same as Legal Business Name” checkbox to “Doing Business as Name.” | To streamline the entering of data onto the form. |
| Subcontractor Information: Type of Subcontractor Service | When “Instruction” is selected, a “Meets Accreditation Requirements, if applicable” yes/no radio option will become available. | To emphasize the accreditation requirement for subcontractors who provide instruction. |
| Contract Information: New Radio Button | Added “Does this apply to multiple contracts?” yes/no radio option. (If yes, two contract number information sections appear with the ability to add a third by clicking on “Add another contract” button.) | To allow users the ability to only complete one form regardless of how many contract numbers are affected by the subcontractor relationship.  |
| Contract Information: Contract Number | Broke out the contract into two alpha-only text fields: round indicator – contract number. | To ensure the user enters the round indicator correctly. |
| Contract Information: Product Category/CBA competition fields | Reversed logic for CBA and product category. User will now select Product Category(ies) and then the applicable CBA(s). | To provide efficiency for user to enter data (since there are more CBA options than product category options in each round).  |
| New Section | Added a “Review contract and competition information.” | To allow the user to view and edit the applicable contract, CBA and product category information before joining it with the subcontractor information. |
| Review Pending Changes | Revised table to include new columns: Type, Contract, Product Categories, CBAs, and Edit capability. Removed PTAN column | To consolidate all previously entered data into an organized table. |