

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

Section	Type of Change	Rationale for Change
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	To consolidate all previously entered data into an organized table.

	Edit capability. Removed PTAN column	
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