



## INSTRUCTIONS FOR FORM NIST-1262 (Page 4): SUBCONTRACTS

This form must be submitted with each proposal to identify each subcontract. This form may be duplicated, as necessary, if there are additional subcontractors.

1. Enter the name, street address, city, two-letter state abbreviation, and ZIP code of the subcontractor/consultant. Also enter the name, telephone number, fax number, and e-mail address of the individual in the subcontractor/consultant organization to be contacted regarding technical portion of the proposal. If the subcontractor's/consultant's identity is still undetermined, enter "Undetermined."
2. Mark an "x" in the appropriate box or boxes that apply to the subcontractor/consultant.
3. Enter the estimated total subcontractor/consultant costs.

4. Briefly describe the scope of work to be performed by the subcontractor/consultant.

5. Mark an "x" in the appropriate box regarding whether the subcontractor/consultant will be selected on a sole-source basis. Subcontractors/consultants should be selected on a competitive basis. If "YES" is marked, that is, if a subcontractor/consultant is selected on a sole-source basis, provide a brief justification for selection on a noncompetitive basis. Explain why this subcontractor/consultant is the only one that can perform the work and the nature of its unique capability/experience.

6. If the subcontractor/consultant has any financial or other interest in the submitting organization, briefly explain what type and how much.

7. If the submitting organization has any financial or other interest in the subcontractor/consultant, briefly explain what type and how much.