



SAMPLE

**SAMPLE SUBCONTRACTING APPROVAL REQUEST LETTER
FOR SERVICES EXCEEDING \$2,500**

PLEASE PRINT LETTER ON ORGANIZATION LETTERHEAD AND SUBMIT IN DUPLICATE

[Date]

[Name of SBS Contract Manager]
New York City Department of Small Business Services
110 William Street, 7th Floor
New York, NY 10038

Re: Request for Approval of Subcontract

Dear [Name of SBS Contract Manager]:

[Name of organization] hereby requests approval for the use of [SBS contract number] program funds to be expended in the following manner:

PROJECT DESCRIPTION

1. Description of Good or Service:
2. Reason(s) for procurement of good or service based on the contract's scope of services and goals:
3. Estimated Cost:
4. Related Budget Category:
 - Business Attraction
 - BID Formation and Expansion
 - Façade Improvement Management Program
 - Merchant Organizing
 - Neighborhood Economic Development Planning
 - Placemaking
 - Special Commercial Revitalization Initiatives
5. Line Item from Approved Budget:
 - Consultants
 - Newsletter/Communications
 - Promotional Materials
 - Event Supplies
 - Other
6. Description of Selection Process, including bids (and \$ amounts of bids) collected (**see Article 7 of your contract** for specific requirements regarding what to include in this section):

We understand that any equipment purchase will be documented in the program inventory and may be surrendered to the Department of Small Business Services upon close of contract unless fully depreciated. We also understand that this request for Preliminary or Final Request for Approval is not authorized until two (2) copies have been submitted to the New York City Department of Small Business Services, and one (1) copy has been signed and returned to us.

Sincerely,

[Name and Title]

*Attachment: Work plan for Consultant or Subcontractor

PRELIMINARY APPROVAL: Work Program/Consultant Selection Process

[Name of SBS Contract Manager]
Department of Small Business Services

Date

For Services ONLY:

FINAL APPROVAL: Consultant Selection/Consultant Contract

The consultant selected is _____, who submitted the lowest bid.
(If the selection is not the candidate with the lowest bid, provide explanation of selection) A copy of the following is attached:

1. Work plan for Services and Itemized Budget
2. Subcontractor Agreement

[Name of SBS Contract Manager]
Department of Small Business Services

Date