



Frequently Asked Questions (and Answers from the Trial Court Services Division of the State Court Administrative Office)

FAQ 2011-02

November 1, 2011

Subcontractor/Vendor Template for State and Federal Grant Funded Problem-Solving Court Programs

This FAQ provides information on the Subcontractor/Vendor Template provided by the State Court Administrative Office (SCAO). For all other questions regarding the subcontract template, contact Elizabeth Stomski, Management Analyst with Trial Court Services, at 517-373-3769 or via email at stomskie@courts.mi.gov.

#1 Q: When is a subcontract/vendor agreement required?

A: A subcontract is necessary if the organization or company the court is working with is listed on the contractual line item of the budget.

#2 Q: What is the difference between a subcontractor and a vendor?

A: A subcontractor is an organization, company or person who is awarded a portion of an existing contract by a principal (the court). The subcontractor typically provides a service instead of a product. A vendor is generally a seller of a product for purchase. If a court is unsure about assigning vendor or subcontractor status, the court can use the [Subcontractor v Vendor Worksheet](#).

#3 Q: Does the court have to use the Subcontract/Vendor Template provided by the SCAO?

A: The court can choose to develop its own subcontract; however there are state and federal requirements that must be met in all subcontracts. If the court chooses to create its own subcontract, the court should reference SCAO's [Subcontract Requirements](#) to make sure all required language included in the agreement.