

# Ryan White HIV/AIDS Program Grantee Contract Management System System Validation Messages

Release Date: July 1, 2015

## Definitions:

Contract - An agreement between two or more parties, especially one that is written and enforceable by law.<sup>1</sup> For the purposes of the Ryan White HIV/AIDS Program Services Report (RSR), contracts include formal contracts, memoranda of understanding, or other agreements. (2014 RSR Instruction Manual, pg. 78)

Prime contract - A contract whose requirements are partly fulfilled by the awarding of subcontracts.<sup>2</sup>

Subcontract - A contract for a company or person to do work for another company as part of a larger project.<sup>3</sup>

Row #	Question #	Validation Description
1.	Q#1 (Error)	A response to Q#1, contract start date, is required.
2.	Q#2 (Error)	A response to Q#2, contract end date, is required.
3.	Q#1, Q#2 (Error)	The contract start date must be before the contract end date.
4.	Q#4 (Error)	A response to Q#4, agency serving as a consortium, fiscal intermediary provider, administrative agent, or lead agency, is required.
5.	Q#4a (Error)	If the response to Q#4 is "Yes", a response is required to Q#4a, specify if the agency is a consortium, fiscal intermediary provider, administrative agent, or lead agency.
6.	Q#4 (Error)	If the response to Q#4 is "Yes" and there are subcontracts linked to this contract, grantees may not change the response to "No" until all of the subcontracts have been revised.
7.	Q#5 (Error)	A response to Q#5, agency is a subcontractor or second-level provider, is required.
8.	Q#5, Q#5a (Error)	If the response to Q#5 is "Yes", a response is required to Q#5a, specify prime contractor under which this agency is funded.
9.	Q#4, Q#5 (Error)	If "Yes" is selected for Q#4, "No" must be selected for Q#5.

<sup>1</sup> Contract. (n.d.). *The American Heritage® Dictionary of the English Language*, Fourth Edition. Accessed December 12, 2008, at Dictionary.com Web site: <http://dictionary.reference.com/browse/contract>.

<sup>2</sup> Prime Contract [Def.]. (n.d.). Oxford Dictionaries, Retrieved May 27, 2015, from [http://www.oxforddictionaries.com/us/definition/american\\_english/prime-contract](http://www.oxforddictionaries.com/us/definition/american_english/prime-contract).

<sup>3</sup> Subcontract [Def.]. (n.d.). Oxford Dictionaries, Retrieved May 27, 2015, from [http://www.oxforddictionaries.com/us/definition/american\\_english/subcontract](http://www.oxforddictionaries.com/us/definition/american_english/subcontract).

Row #	Question #	Validation Description
10.	Q#5, Q#4 (Error)	If "Yes" is selected for Q#5, "No" must be selected for Q#4.
11.	Q#6 (Error)	A response to Q#6, agency provides direct client services, is required.
12.	Q#5, Q#1 (Error)	If the response to Q#5 is "Yes", the subcontract start date must be after or the same date as the prime contract start date.
13.	Q#5, Q#1 (Error)	If the response to Q#5 is "Yes", the subcontract start date must be before the prime contract end date.
14.	Q#5, Q#2 (Error)	If the response to Q#5 is "Yes", the subcontract end date must be before or the same date as the prime contract end date.
15.	Q#4a Q#7 (Error)	If "Fiscal intermediary" is selected for Q#4a, "Fiscal intermediary support" must be selected for Q#7.
16.	Q#7, Q#5 (Error)	If "Yes" is selected for Q#5, grantees may not fund the subcontractor for "Fiscal intermediary support" in Q#7.
17.	Q#7, Q#8 (Error)	Each contract must specify at least one service for Q#7 <b>OR</b> Q#8.
18.	Q#8 (Error)	A grantee cannot fund its own organization for "Fiscal intermediary support."
19.	Q#8 (Error)	If a funding amount is entered for a core medical or support service in Q#8, the amount must be greater than or equal to \$1.
20.	Q#8, Q#5 (Error)	If "Yes" is selected for Q#5, the total contract amount must be less than or equal to the prime contract amount.