



Policy Title: Subcontractor Files		
Department: Contracts		
Date Issued: 02/07/2012	Revised Date: 05/15/2021 Review Date: 05/15/2021	
CEO Approval: 	Effective Date: __10/15/2021__	

POLICY:

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to ensure the Subcontractors compliance with GHME1; the master contract between CFCHS and the Department of Children and Families (DCF). To ensure compliance individual electronic contract files are developed, maintained and revised as required by contract.

RELATED POLICIES: None

PURPOSE:

To maintain Subcontractor documents as required by GHME1 the contract between CFCHS and DCF.

PROCEDURES:

CFCHS will maintain current documentation for each Subcontractor in an individual electronic contract file on CFCHS share drive. The Subcontractor contract file will be assembled according to CFCHS' Contract File Checklist and organized into sections as follows:

- Qualification Documents, including but not limited to:
 1. Pre-qualifying Questionnaire
 2. Debarment and Suspension Form (CF 1125)
 3. Contract Manager's check of Excluded Lists in the following websites:
 - i. OIG Website, [Exclusions](#) database
 - ii. Department of Management Services website to verify the institution in the following:
 - a) [Convicted Vendor List](#)
 - b) [Suspended Vendor List](#)
 - c) [List of Scrutinized Companies](#)
 4. Security Agreement Forms
 5. Entity Record with Department of State, Division of Corporations in [Sunbiz.org](#).
 6. Proof of Insurance, to include limits as stated in master contract Exhibit A-4.2 Insurance
 7. Executed Business Associate Agreement
 8. Subcontract Approval, if applicable
 9. Public Entity Crimes (PUR 7068)
- Procurement Documents, including but not limited to:
 1. Proposal (Competitive Procurement Response or Award)
 2. Program Description (if applicable)
 3. Fiscal Report and Review Checklist (if applicable)
 4. Memorandum of Negotiation (if applicable)

5. Sign-In Sheet from Negotiation (if applicable)
 6. Conflict of Interest Certification including Negotiation Attendees
 7. Funding Detail in Five Points (or Subcontractor Budget)
 8. Local Match Calculation (if applicable)
 9. Post Aware Notice (PAN) Calculator
 10. Post-Award Notice
 11. Single Audit Checklist/Sub-recipient Determination – Federal (FSAA CL2)
 12. Single Audit Checklist/Sub-recipient Determination – Federal (FSAA CL2)
 13. Record of Post Award Transmittal
 14. Licenses for open Covered Services
 15. Cost/Price Analysis (if applicable)
 16. Increase in Numbers Served (if increasing funds)
 17. Signature Authority (if applicable)
 18. Vendor Certification Form from Scrutinized Companies
- Executed Contract and Amendments
 - Subcontractor Invoices and backup documentation, as applicable to processing an invoice on monthly basis.
 - Subcontractor Monitoring (in-person or virtual) and Follow-up Visits (in-person or virtual) including Official Reports, Tools, Desk Reviews, and Corrective Action Plans
 - Correspondence
 - Required Reports including but not limited to:
 1. Annual Independent Audits
 2. Provider Data Exception Attestations
 3. Annual Sliding Fee Scale
 4. Provider Tangible Property Inventory Form
 5. Contractual reports found in Appendix B

The Contracts Department will utilize a standard naming convention to ensure the consistent labeling and identification of the required contract documents for electronic filing of records. The standard naming convention should be as follows ‘Report Name_Program_Year_Provider Name’.