



Policy Title: Subcontractor Files		
Department: Contracts		
Date Issued: 02/07/2012	Revised Date: 05/11/2024 Review Date: 05/11/2024	
CEO Approval: 	Effective Date:  9/22/2024	

**POLICY:**

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to ensure Subcontractor compliance with the Master Contract between CFCHS and the Florida Department of Children and Families (Department). 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 the Master Contract between CFCHS and the Department, hereafter referenced as the Master Contract.

**PROCEDURES:**

CFCHS maintains current documentation for each Subcontractor in an individual electronic contract file on the CFCHS share drive. The Subcontractor contract file is 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) [Discriminatory Vendor List](#)
      - c) [Suspended Vendor List](#)
      - d) [List of Scrutinized Companies](#)
  4. Security Agreement Forms (CF 114)
  5. Entity Record with Department of State, Division of Corporations in [Sunbiz.org](#).
  6. Proof of Insurance, to include limits as stated in the Master Contract Exhibit A-4.2 Insurance
  7. Executed Business Associate Agreement
  8. Subcontract Approval, if applicable
  9. Public Entity Crimes (PUR 7068)
  10. Licenses for open Covered Services, if applicable

11. Unauthorized Alien Affidavit
  12. Accreditation Certificate/Letter, if applicable
- 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 (if applicable)
    7. Funding Detail in Five Points (or Subcontractor Budget)
    8. Local Match Calculation
    9. Post Award Notice (PAN) Calculator
    10. Post-Award Notice
    11. Single Audit Checklist/Sub-recipient Determination – Federal (FSAA CL2)
    12. Single Audit Checklist/Sub-recipient Determination – State
    13. Record of Post Award Transmittal
    14. Cost/Price Analysis (if applicable)
    15. Increase in Numbers Served (if increasing funds)
    16. Signature Authority (if applicable)
    17. 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 utilizes 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\_Fiscal Year\_Provider Name. Additional dates may be added to the naming convention when multiple reports of the same name are submitted in a fiscal year.