Provider Name:	-	_	Name of Reviewer:				
Contract Number:	Site Visit Date:				-		
Requirements	Master Contract Reference	Source	1 Fully Met?	Fully Met?	Fully Met?	Fully Met?	5 Fully Met?
Subcontractor Name:	Kelelelice	0)					
Subcontract Number:							
Subcontract Document - Standard Contract Requirements							
The subcontract is a written document?	287.058(1), F.S. 2018 4.3.3.2.	D					
NOTE THIS IS NOT REQUIRED, SHOULD ONLY Y OR X. If the subcontract references the Department's contract with the provider as part of the subcontract AND if the DCF contract is actually provided to the subcontractor, then consider the following provisions are present in the subcontract and mark this question Yes. Mark the following questions in this section N/A. If the subcontract does not reference the Department's contract with the provider as part of the subcontract, OR if the Department contract is not provided to the subcontractor, mark this question N/A. Respond to other questions individually. Does the subcontract language communicate that the subcontractor may not represent to others that it is an agent of the Department and has no authority to bind the Department by virtue of the subcontract, unless this is permitted in writing?		D, I					
Does the subcontract language communicate that the subcontractor is an independent contractor and may not be considered or permitted to be an officer, employee, or agent of the State of Florida.	2018 4.3.3.1.	D					
Does the subcontract language communicate that the Department shall not be liable in any way or for any reason related to the contract?	2018 4.3.3.2.	D					
Does the subcontract require that the subcontractor may not offer to give or give any gift to any Department employee, and that this provision shall survive the contract for a period of two years? That violation will result in referral to DMS for potential inclusion on the suspended vendors list?	2018 4.12.	D					
Does the subcontract require that bills for fees or other compensation for services or expenses are submitted in sufficient detail for a proper pre-audit and post-audit?	287.058(1)(a) 2018 3.3.1.	D					
	287.058(1)(b) F.S. 2018 3.3.1.	D					
Does the subcontract include requirements for allowing public access to all documents, papers, letters, or other public records as defined in subsection 119.011(11), F.S., made or received by the subcontractor in conjunction with this contract (except public records which are made confidential by law must be protected from disclosure).	2018 5.6	D					
Does the subcontract require that the provider shall not use or disclose, but must protect and maintain confidentiality of any client information or any other information made confidential by law or regulation.	2018 9.4.						
Does the subcontract specify a scope of work that clearly establishes all tasks the contractor is required to perform?	287.058(1)(d)	D					

Provider Mame.			Name of Reviewer.				
Provider Name: Contract Number:	-	_	Name of Reviewer: Site Visit Date:		-		
Contract Number.	_		1	2	3	4	5
Requirements	Master Contract Reference	Source	Fully Met?	Fully Met?	Fully Met?	Fully Met?	Fully Met?
Subcontractor Name:							
Subcontract Number:							
Does the subcontract include requirements to provide units of	287.058(1)(e)						
deliverables that must be received and accepted by the contract							
manager in writing prior to payment.							
Each deliverable must be directly related to the scope of work and							
specify the required minimum level of service to be performed and		_					
criteria for evaluating the successful completion of each deliverable.		D					
Does the subcontract specify the criteria and the final date by which	287.058(1)(f)						
such criteria must be met for completion of the contract?	007.047(4)(b)	ln l					
Does the subcontract specify the fininacial consequences that the	287.017(1)(h), F.S.						
agency must apply if the contractor fails to perform in accordance with							
the contract?							
		D					
Does the subcontract include a records retention requirement that	2018 5.1.2.						
specifies retention of all records for a period of six years after							
completion of the contract or longer when required by law?							
Does the subcontract require that if an audit is performed, records shall	2018 5.1.2.	+					
be retained a minimum of six years after the audit report is issued, or	2010 011.21						
until the resolution of any audit findings or litigation based on the terms							
of the contract?							
Does the subcontract contain language that subcontract records are	2018 5.2.	+					
subject at all reasonable times to inspection, review, copying or audit by							
all persons duly authorized by the Department?							
Does the subcontract language allow that subcontractor employees and	2018 5.2.	1 1					
clients may be interviewed by personnel duly authorized by the							
Department?		D					
Does the subcontract language require subcontractors permit access to	2018 5.2.						
acilities, goods and services by persons duly authorized by the							
Department?		D					
f clients are served, does the subcontract include requirements for	2018 9.1.						
ncident reporting that are not in conflict with CFOP 215-6? This is N/A							
or Refugee, Domestic Violence, Homeless, Child Care, State MH							
Treatment Facilities.	0040 4 4 1	וטן					
Does the contract require that all subcontractor employees required to	2018 4.14.						
be screened under Florida Law (including 110.1127, F.S.) are of good							
noral character and meet Level 2 screening standards? Subcontract Document - HIPAA Requirements		ן טן					
·	2018 5.4. and	1 1		I		I	
f the DCF contract includes HIPAA requirements (see 5.4.), does the subcontract document contain the DCF HIPAA attachment or otherwise	LUBAA						
subcontract document contain the DCF HIPAA attachment or otherwise cass through HIPAA requirements? N/A if no PHI.	agreement						
nfo Security Subcontract Questions		12		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Does the provider require all subcontractor employees with access to	2018 5.5.2						
Department information to complete the latest Department security							
awareness training?							
Does the provider require all subcontractor employees with access to	2018 5.5.3	╁					
Department information to receive a copy of CFOP 50-2, to comply with							
t, and to sign the DCF security agreement form CF-114 annually?							
a, and to sign the Bot coounty agreement form of Traditionally:							

NSP Subcontract Monitoring Tool							
Provider Name:			Name of Reviewer:				
Contract Number:	-	•	Site Visit Date:	-			
	-		1	2	3	4	5
Requirements	Master Contract Reference	Source	Fully Met?	Fully Met?	Fully Met?	Fully Met?	Fully Met?
Subcontractor Name:							
Subcontract Number:							
Does the provider make the following requirement of all subcontractors? N/A if contract is updated. "The [subcontractor] shall make every effort to protect and avoid unauthorized release of any personal or confidential information by ensuring both data and storage devices are encrypted as prescribed in DCF CFOP 50-2. If encryption of these devices is not possible, then the [subcontractor] shall assure that unencrypted personal and confidential DCF data will not be stored on unencrypted storage devices."	2018 5.5.4	D					
Does the provider require that subcontractors notify the provider of any breach or potential breach of personal and confidential Departmental data, and is there a timeframe required so that the provider may in turn notify the Department within the 5 working day requirement in the DCF contract with the provider?	2018 5.5.5	D					
Does the provider require that subcontractors notify affected parties of any breach or potential breach of personal and confidential Departmental data within the 30-day requirement in the DCF contract with the provider?	2018 5.5.6	D					
Does the provider require that subcontractors offer measures deemed appropriate by DCF to mitigate or avoid injury to any person as a result of the breach at no cost to DCF?	2010 3.3.0	D					

Provider Name:	_	ſ	Name of Reviewer:			_	
Contract Number:		9	Site Visit Date:			-	
	-		1	2	3	4	5
Requirements	Master Contract Reference	Source	Fully Met?	Fully Met?	Fully Met?	Fully Met?	Fully Met?
Subcontractor Name:							
Subcontract Number:							
Subcontract Document - Lobbying							
Does the subcontract require that the subcontractor may not use	2018 7.14.						
contract funds to influence state legislature, state agency, or judicial							
oranch?		D					
f the subcontract includes federal funds, does the contract state no	2018 8.1.4.						
ederal funds may be used by the subcontractor to influence legislation							
or appropriations at state or federal level?		D					
f the subcontract contains federal funds over \$100,000, prior to	2018 8.1.4.						
contract execution, subcontractor is required to complete Certification							
Regarding Lobbying form, and that if necessary, subcontractor will							
complete Disclosure of Lobbying Activities forms, and that all forms or							
documents required by the Certification Regarding Lobbying Form are							
provided to provider contract manager prior to contract execution.							
Subcontract Document - Federal Regs	L	الما					
	2018 8.1.3.	т т		l	T	I	
f the subcontract contains federal funds over \$100,000, subcontractor	2010 0.1.3.						
s required to comply with Section 306 of the Clean Air Act, (42 U.S.C.							
7401 et seq.) as amended, Section 508 of the Federal Water Pollution							
Control Act as amended (33 U.S.C. 1251 et seq.), Executive Order							
11738 as amended and where applicable, and EPA Regulations (2							
CFR Part 1500).		D					
f the subcontract contains \$10,000 or more of federal funds, the	2018 8.1.2.						
subcontract requires compliance with Executive Order 11246, Equal							
Employment Opportunity, as amended by Executive Order 11375 and							
others, and as supplemented in Department of Labor regulation 41 CFR							
Part 60, if applicable.		D					
The subcontract requires the provider not discriminate against any	2018 7.13.						
employee (or applicant for employment) in the performance of this							
Contract because of race, color, religion, sex, national origin, disability,							
age, or marital status - in accordance with Title VII of the Civil Rights							
Act of 1964, the Americans with Disabilities Act of 1990, or the Florida							
Civil Rights Act of 1992, as applicable.							
The subcontract requires the Provider to agree not to discriminate	2018 7.13.						
against any applicant, client, or employee in service delivery or benefits							
n connection with any of its programs and activities in accordance with							
45 CFR Parts 80, 83, 84, 90, and 91, Title VI of the Civil Rights Act of							
1964, or the Florida Civil Rights Act of 1992 as applicable and CFOP							
60-16.							
Does the subcontract prohibit employment of unauthorized aliens?	2018 7.12.						
And the action of the second s	2010 7 40	ln					
Are the subcontractor employees performing under this contract	2018 7.12.						
equired to have employment eligibility verification checked in E-Verify?							
	0040 0 4 4	ln					
f the subcontract contains federal funds, the provider shall comply with	2018 8.1.1.						
CFR Part 200 - the Uniform Grant Guidance. Older references may							
appear to 45 CFR Part 74 or 45 CFR Part 92, these are now		_					
ncorporated by reference into 2 CFR 200.	0045 5	D		ļ	ļ		
f the subcontract contains federal funds and provides services to	2018 8.1.5.						
children up to age 18, the subcontract requires compliance with the Pro-	-	_					
Children Act of 1994 (20 U.S.C. 6081).		ID		I	1		

NSP Subcontract Monitoring Tool							
Provider Name:			Name of Reviewer:				
Contract Number:	_		Site Visit Date:		•		
	_		1	2	3	4	5
Requirements	Master Contract Reference	Source	Fully Met?	Fully Met?	Fully Met?	Fully Met?	Fully Met?
Subcontractor Name:							
Subcontract Number:							
Subcontract Document - Whistleblower's Act & Mandatory	-						
Reporting	10040 7 40	1					
Did the subcontract include requirement that the subcontractor may not retaliate against an employee for reporting violations of law, rule, or regulation that create substantial and specific danger to the public's health, safety, or welfare to the appropriate agency?	2018 7.16.	D					
Did the subcontract include requirements for the subcontractor to inform its employees that they may file a complaint with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission on Human Relations, or the Whistle-Blower's Hotline?	2018 7.16.	D					
Does the subcontract include requirements for mandatory reporting, requiring that subcontractor employees providing services under this contract are informed of requirement to report, that health and safety issues are reported to provider's contract manager, that other required	2018 4.13.	D					
incidents in CFOP 180-4 are reported to DCF IG? Support to the Deaf and Hard-of-Hearing Subcontract Questions	ļ	10					
	2018 9.3.	15		I			
If the subcontract provides direct client services, the provider has contractually required that subcontractors comply with Section 504 of the Rehabilitation Act of 1973, the ADA, and CFOP 60-10 Chapter 4.	2010 9.3.	D					
If the subcontract provides direct client services, the provider has contractually required that subcontractor direct service employees complete training for Serving Customers who are Deaf or Hard of Hearing and sign the Attestation of Understanding. Subcontract Document - Intellectual Property	2018 9.3.8.						
	12010 4 7	Т		I			
The subcontract specifies that all intellectual property, inventions, written or electronically created copyrightable materials arising from the performance of the contract are works of hire for the benefit of the Department, paid for in full by the contract amount, and the subcontractor may not claim any interest in the intellectual property rights. OR, if the subcontractor is a member of the State University System of Florida, section 1004.23, F.S. shall apply.	2018 4.7.	D					
If applicable, does the subcontract include a provision that the Federal awarding agency reserves all patent rights with respect to any discovery or invention that arises or is developed in the course of or under the subcontract. OR if the subcontractor is a member of the State University System of Florida, then section 1004.23, F.S. applies.	2018 4.7.	D					

Provider Name:	_	_	Name of Reviewer:			_	
Contract Number:		_	Site Visit Date:		_		
			1	2	3	4	5
Requirements	Master Contract Reference	Source	Fully Met?	Fully Met?	Fully Met?	Fully Met?	Fully Met?
Subcontractor Name:							
Subcontract Number:							
Contract Administration and Management Requirements				1			
f the provider was required to obtain approval to subcontract from the	2018 4.3.3.1.						
Department, it did so prior to subcontract execution.		D					
f the subcontract contains \$25,000 in federal funds passed through the	Executive						
provider, a Signed Debarment and Suspension form or other assurance	Order 12549 2 CFR 180						
s on file for each subcontractor.		D					
Did the provider give the subcontractor (subrecipient) the information	2 CFR						
ypically found on the post award notice related to state or federal	200.331						
unding, including audit and accountability requirements and nature of	215.97(7)(a),						
unding sources, following any contract requirements or internal	F.S.						
operating procedures for timeliness? NOTE FOR FEDERAL FUNDS,							
2 CFR 200.331 superceded OMB A-133 in 12/2013 and requires the							
nformation be provided at the time of the award. The best information							
available at the time is to be shared.		D					
Did the provider give the subcontractor updated award notices as the	2 CFR						
contract was amended, following any contract requirements or internal	200.331 215.97(7)(a),						
operating procedures for timeliness?	F.S.	D					
Did the provider provide the subcontractor with the audit requirement	2 CFR						
hat if subrecipient expends \$750K or more in federal awards in the	200.501						
vear, must have single audit as per 2 CFR 200.514		D					
Did the provider provide the subcontractor with audit requirement that if	215.97, F.S.						
subrecipient expends \$750K (or other amount in contract) or more in							
state awards in the year, must have state single audit as per 215.97,							
F.S.		D					
Did the provider provide the subcontractor with Florida state single	215.97, F.S.						
audit requirement that a copy of the audit "package" meaning any							
audits, reports, management letters be sent to the provider upon							
completion? Note this deadline for DCF is 180 days post end fiscal year	·						
or 30 days after audit completion, but these timeframes could be							
different.		D					
Did the provider also specify the Florida state single audit "package" be	215.97, F.S.						
submitted to the Florida Auditor General upon completion?		D					
Did the provider specify the federal audit "reporting package" and data	2 CFR	1 1					
collection form be submitted to the Federal clearinghouse?	200.331	D					
Performance Measures	•				<u> </u>		
f the subcontractor is permitted to subcontract in turn, does the	2018 4.3.3.3.						
subcontract require that the substance of all the clauses applicable to							
he portion of the provider's performance being subcontracted be							
ncluded in subsequent subcontracts at any tier? N/A if this							
subcontractor may not subcontract in turn.	1	D					
-1		1 1					