



# Standard Contract Tool

1. Standard Contract Compliance 00 (SC, 7) Are any contracted services performed by persons or agencies outside of your organization? If yes, is there a current subcontract? If yes, complete Subcontract Tool.
2. Standard Contract Compliance 01 (SC, 16) If there is graphical representation of LSF or DCF on the organization's property or postings, did the provider seek prior approval before publishing?
3. Standard Contract Compliance 02 (SC, 16) If there is any graphical representation of LSF or DCF on the organization's online websites and/or social media accounts, did the provider seek prior approval before publishing?
4. Standard Contract Compliance 03 (SC, 17) If the provider is a non-governmental organization, and produces publicity or advertising that describes the sponsorship of the program funded by the contract, does the publicity state: "Sponsored by (network service provider), LSF Health Systems, LLC and the State of Florida, Department of Children and Families"?
5. Standard Contract Compliance 04 (SC, 17) If the sponsorship is in written form, are the words "LSF Health Systems LLC, State of Florida, Department of Children and Families" in the same size and type as the provider name?
6. Standard Contract Compliance 05 (SC, 25.b. & Attachment I c.6. (18)) Does the provider have a policy to retain all records and documents (including electronic storage media) pertinent to this contract for a period of six years?
7. Standard Contract Compliance 06 (SC, 25.c. & SC, 25.d.) Did the provider allow the monitoring team reasonable access to records throughout the visit?
8. Standard Contract Compliance 07 (SC, 26) Does the provider have a policy regarding open access of public information and protection of identified confidential information? (HIPAA P&P)
9. Standard Contract Compliance 08 (SC, 33.c.) Does the NSP procure recycled products or materials, when available? (Per 403.7065, F.S)
10. Standard Contract Compliance 09 (SC, 36.a.ii.) If the NSP receives \$10,000 or more in Federal funds: Does the NSP provide equal opportunity to employment without regard to race, color, religion, sex, or national origin? (Per Executive Order 11246 as amended by Executive Order 11375)
11. Standard Contract Compliance 10 (SC, 36.a.iii.) If the NSP receives \$150,000 or more in Federal funds: Does the NSP have a policy regarding compliance with Section 306 of the Clean Air Act, Section 508 of the Federal Water Pollution Control Act, and EPA Regulation 40CFR, part 30? (42 U.S.C. 7401, 33 U.S.C. 1251, and Executive Order 11738)
12. Standard Contract Compliance 11 (SC, 36.b) Does the NSP provide equal opportunity to employment without regard to race, color, religion, sex, or national origin? (Per Executive Order 11246 as amended by Executive Order 11375)
13. Standard Contract Compliance 12 (SC, 36.h.) Does the provider have a policy or procedure for informing employees that they and other persons may file a complaint with the Office of Chief Inspector General, the Agency Inspector General, the Florida Commission on Human Rights, or the Whistleblower's Hotline Number at 1-800-543-5353?