



Standard Contract Tool

1. Standard Contract Compliance 01 (LSF Standard Contract, 4.12. and 4.13.) Did the provider use the current approved graphical representation of LSF and DCF and/or required sponsorship language ("Sponsored by (network service provider), LSF Health Systems, LLC and the State of Florida, Department of Children and Families") on all printed and electronic material that advertises, references or describes a program (excluding signage) funded in part or in whole by LSF Health Systems?
2. Standard Contract Compliance 02 (LSF Standard Contract, 4.12) If the DCF and LSF logos are used on promotional or educational materials not related to a program funded in whole or in part by LSF Health Systems, did the Network Service Provider request permission prior to use?
3. Standard Contract Compliance 03 (LSF Standard Contract, 4.12. and 4.13.) Did the provider use the current approved graphical representation of LSF and DCF on the organization's online websites and/or social media accounts?
4. Standard Contract Compliance 04 (LSF Standard Contract, 4.6.5.1-4.6.5.3) 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.
5. Standard Contract Compliance 05 (LSF Standard Contract, 4.13) When a sponsorship reference appears in writing for a program financed wholly or partly by State funds, do the words "LSF Health Systems, and State of Florida, Department of Children and Families" appear in at least the same size letters or type as the provider's name?
6. Standard Contract Compliance 06 (LSF Standard Contract, 5.1.2.) Does the provider retain all client, financial, supporting, statistical, and other contract-related records, including electronic media, during the contract and for six years after completion--or longer when required by law--and retain audit-related records for six years after the audit report or until findings or litigation are resolved?
7. Standard Contract Compliance 07 (LSF Standard Contract, 5.1.1 and 5.1.3) Did the provider make the records available by the first day of the scheduled monitoring and all reasonable times during the scheduled monitoring dates for inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the Managing Entity?
8. Standard Contract Compliance 08 (LSF Standard Contract, 5.5.2.1-5.5.2.4 and 5.3.3.2; 45 CFR 164.308, 164.310, 164.312, 164.316) 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 09 (LSF Standard Contract ,8.1.2.) Does the NSP procure recycled products or materials, when available? (Per 403.7065, F.S)
10. Standard Contract Compliance 10 (LSF Standard Contract, 8.1.3.) 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)
11. Standard Contract Compliance 11 (LSF Standard Contract, 7.14.) 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?



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12. Standard Contract Compliance 12 (LSF Standard Contract 4.8. and Exhibit A.4.2) Did the Network Service Provider furnish the most current Certificate of Liability insurance which included the following?

1. Required Coverage Amounts \$300,000-\$1,000,000 for Comprehensive General Liability
2. Required Coverage Amounts \$300,000-\$1,000,000 for Automobile Liability
3. Required Coverage Amounts \$300,000-\$1,000,000 for Professional Liability
4. Workers' Compensation Insurance (WCI)
5. Cyber/Network Security and Privacy Liability Insurance -Network Service Provider shall set the limits of liability necessary to provide reasonable financial protections to the Network Service Provider
6. LSFHS and DCF listed as additional Insured Parties/Certificate holder

13. Standard Contract Compliance 13 (LSF Standard Contract 4.10.5.) Does the Network Service Provider have a policy and procedure to notify the Managing Entity of any intellectual property developed in connection with this Contract?