

EARLY LEARNING COALITION OF OSCEOLA COUNTY

CONTRACT REQUIREMENTS

ITEM: 210A.02

EFFECTIVE DATE: 11-30-06

REVISED: 10-19-15

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POLICY STATEMENT

When the Coalition utilizes federal funds to make sub-awards to sub-recipients and/or vendors, the Coalition will ensure that state and federal rules, guidelines, regulations and award provisions are followed and in accordance with the Code of Federal Regulations (CFR) Part 200 (Subparts A – F).

PROCEDURE

To ensure that Coalition contractors follow all state and federal guidelines, the following procedures shall be followed:

1. Contract Document Requirements

A. All contracts shall include, but not be limited to:

- I. all pertinent information relating to the work to be performed
- II. the start and end dates of the contract,
- III. The dollar amount of the contract, and
- IV. termination clause reflecting process for terminating the contract
- V. appropriate signatures reflecting proper execution of the contract

B. A file will be maintained for contracts over \$50,000 and may or may not include the components listed below, as determined applicable by the Coalition:

- I. Non-discrimination and equal opportunity assurance (29 CFR part 37 and 45 CFR part 80)
- II. Travel and reimbursement requirements
- III. Governing law(s)
- IV. Records and retention requirements
- V. Scope of services
- VI. Staff qualifications and/or staff training requirements
- VII. Sponsorship language requirements
- VIII. Return of funds language
- IX. Dispute resolution process
- X. Sub-contracting requirements/limitations
- XI. Reporting requirements
- XII. Monitoring information
- XIII. Contract renewal options
- XIV. Method of payment
- XV. Performance standards
- XVI. Audit requirements
- XVII. Payment rates
- XVIII. Assurances and certifications
- XIX. Child care resource and referral standard level of care requirements
- XX. Other components included in the Office of Early Learning Grant Agreement as identified

C. In addition to the documents listed above, the contract file may or may not contain the following documents addressing the contracting process, as determined applicable by the Coalition:

- I. Certification of liability insurance
- II. Worker's compensation insurance
- III. Contract amendments
- IV. Correspondence
- V. Reports
- VI. Monitoring reports, correspondence and/or correction action plans

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- D. Other documents relating to contract management that may or may not be collected and/or maintained, as determined applicable by the Coalition include:
- I. All approved invoices
 - II. A payment log to show all payments to the contractor, recovery of any advances, any interest earned, and reconciliation records
 - III. The most recent independent audit as required by the Code of Federal Regulations (CFR) Part 200 (Subparts A – F).
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PARTIES AFFECTED

Finance Director, Chief Executive Officer, Coalition Board Members, Coalition Subrecipients and Contractors

ASSOCIATED DOCUMENTS / FORMS

Subrecipient and Contractor Contracts