

Orange County Community and Family Services Department

Head Start Division

Standard Operating Procedures

Section 3 Program Administration

Reviewed/Revised: February 10, 2026

Approved by Policy Council Chair

Signature: *Sharon Jacob*

Printed Name: *Sharon Jacob*

Date: *3/26/2026*

Approved by Board of County Commissioners Designee

Signature:

Printed Name: Jerry L. Demings, Orange County Mayor

Date:

Head Start Program Performance Standards 1301.2(b)(2), 1301.3(c)(2), 1302.102, Section 642(d)(2)

STANDARD OPERATING PROCEDURES

I. Procedures 1303.01, CFR Part 75.303

LEASE AGREEMENTS

1. New leases will originate by request from the Division Manager. The Division Manager will provide the Contract Administrator the address, contact information and the term of the proposed location. The Contract Administrator will complete the Real Estate Request form and obtain signatures from the Division Manager and the Community and Family Services Director. Upon completion, the Contract Administrator will send the form to the Real Estate Leasing Manager.
2. The Real Estate Leasing Manager will be responsible for the negotiation of the Lease, initiating a Draft Lease and submitting it for a final review by the County Attorney and Risk management. In addition, Real Estate Management staff will acquire the Lessor's signature and submit for approval to the Board of County Commissioners (BCC).

CONTRACTS AND AGREEMENTS

3. New contracts and agreements will originate from the Head Start Management Team
4. Management Team will submit the "Letter of Interest" form utilizing the Monday program with the following information:
 - a. Legal Name of Agency (W-9)
 - b. Name, position, and contact information of individual authorized to sign legal agreements
 - c. Agency contact person, address, phone number, and email address
 - d. Dates of Service
 - i. Limits based on County Attorney
 - e. Location(s) of service delivery
 - i. If Head Start site, include current Center List as attachment
 - f. Scope of Service
 - g. Type of Agreement
 - i. Affiliate
 - ii. Referral
 - iii. Term
 - iv. In-Kind
 - v. Agreement with Data
 - vi. Resource Partner
 - h. Head Start Liaison

- i. The Liaison will be the prime communicator with those involved at Head Start.
5. If monetary:
 - Define program and/or services
 - Unit of service
 - Frequency of service
 - Cost per unit
 - Contract Type (Term)
 - Price Analysis
6. The Letter of Interest form along with questions for the organization will be scanned and sent to the Contract Administrator CRM via the following Monday email: ocgov_board_3410154077_c077f67fc69cf9030352_35777473@use1.mx.monday.com
7. All communication and updates will occur within the Monday Board.
8. The Contract Administrator reserves the right to host an initial fifteen (15) minute discovery meeting to determine if an introductory meeting is needed.
9. The Contract Administrator will arrange a meeting with all parties scheduled on the defined dates for an introductory meeting.
10. Following the meeting(s) the Contract Administrator will assess which type of agreement is needed. If a contract is required, the Contract Administrator will contact the Head Start Liaison to decide if head start would like to move forward.
11. The county requires all vendors/providers to carry insurance and must submit a Certificate of Insurance for General Commercial Liability, Workers Compensation, Business Automobile Liability, and Professional Liability (if applicable).
12. If applicable, a Business Associate Agreement will be attached to the contract or agreement; which will ensure that non-covered entities are in compliance with the HIPAA Privacy and Security Rules.
13. If a Contractor/Provider, Contract/Agreement, or Lease cost is more than \$25,000, the Fiscal Program Manager will conduct a search via the System of Award Management (SAM.gov) prior to the County entering into an agreement to ensure that there are no existing debarment or suspension exclusions; as stipulated in Executive Order 12689, which refers to Federal Executive Order 12549, and Section 17-314 of the Orange County Code and OMB guidelines, Part 75, under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

14. The Contract Administrator will forward the agreement for review to the County Attorney, Risk Management, and Procurement Division utilizing Monday.com.
15. The Orange County Procurement Manager is authorized to sign all contracts and agreements on behalf of the BCC, pursuant to Article III of the Orange County Code and Executive Order 06.004 Delegation of Authority to Sign Contracts, Resolutions, Plats, Deeds, Ordinances and Other Legal Documents after Board Approval
16. If it is a term contract or renewal amendment, the revisions will be forwarded by the Contract Administrator to the Procurement Division staff for processing. Procurement Division staff will send the contract or renewal amendment for signature to the vendor. Upon receipt of the signed contract or renewal amendment, the contract will be processed for final execution by the Manager of the Procurement Division.
17. The Contract Administrator will send the contract and/or agreement to the agency/provider for their review and signature. Occasionally, the agency/provider may need to review the lease and/or agreement with their Attorney or General Council, which may delay the contract execution process.
18. When the lease is finalized, the BCC will review and approve or disapprove the lease.
19. Contracts/Agreements will be monitored annually to determine whether the contracts/agreements are being utilized.
20. All correspondence and documentation will be retained in the Monday system.
21. Contract Administrator will email partners via email Marketing tool such as Constant Contact to keep partners engaged with Head Start and each other and spotlight partners.

22. TIMELINE

- a. Day 1 | Letter of Interest sent to Monday Customer Relation Management (CRM)
- b. Day 10 | within 10 days of receipt of LOI, Contract Administrator will schedule a fifteen (15) minute Discovery call which will be the second Wednesday of the month.
- c. Day 11 | Contract Administrator will determine if an introductory call with related parties is necessary
- d. Day 15 | Contract Administrator will schedule an introductory call, if necessary
- e. Day 30 | Introductory call is scheduled
- f. Day 30 - 60 | After introductory call, determine whether to move forward and let the organization know.
- g. Day 30 – 60 | Update Monday to reflect progress/status

LINKS/REFERENCES:
Real Estate Request Form
Contract Templates
Insurance Requirements
Sunbiz.org

Revised: 9/12, 9/5/17; 7/6/18; 7/10/19; 10/20/21, 09/03/25

Reviewed:2/10/26