

Signature Authorization

FA-0949 12/00
 Please return to:
 Department of Finance and Administration
 Division of Accounts Office of Payroll
 15th Floor, Wm. R. Snodgrass TN Tower
 Nashville, TN 37243-1102
 615-741-2456

Agency/Department Name <u>General Services</u>	Allotment Code(s):
Allotment Code: <u>321.01</u>	<u>32101-32118</u>
Division(s) Covered By This Authorization <u>32101-50102</u>	<u>50101 & 50102</u>

Please accept only the following signatures as approval on payroll related documents received by the Division of Accounts Office of Payroll. The authorized employee's initials will follow each signature if other than the Department Head, Budget/Fiscal Officer, Payroll Officer, or Personnel Officer signs.

We will advise you immediately of any changes and will submit a new authorization of all signatures as changes occur.

EMPLOYEES AUTHORIZED TO SIGN FOR THE PAYROLL OFFICER:

Authorized Employee's Name	Payroll Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
<u>Steven Jenks</u>	<u>Ronald N Plumb / SJ</u>	<u>ALL</u>
<u>Wendy Bentley</u>	<u>Ronald N Plumb / WB</u>	<u>ALL</u>
<u>Linda Green</u>	<u>Ronald N. Plumb / LG</u>	<u>ALL</u>

EMPLOYEES AUTHORIZED TO SIGN FOR THE PERSONNEL OFFICER:

Authorized Employee's Name	Personnel Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
<u>Marilyn Turrentine</u>	<u>Cynthia Heatherly / mt</u>	<u>ALL</u>

EMPLOYEES AUTHORIZED TO SIGN FOR THE BUDGET/FISCAL OFFICER:

Authorized Employee's Name	Budget/Fiscal Officer's name signed by authorized employee with his/her initials	Documents authorized to sign: Payroll Supplemental
<u>Steven Jenks</u>	<u>Ronald N Plumb / SJ</u>	<u>ALL</u>
<u>Margaret Ison</u>	<u>Ronald N. Plumb / mdi</u>	<u>ALL</u>
<u>Wendy Bentley</u>	<u>Ronald N Plumb / WB</u>	<u>ALL</u>

EMPLOYEES AUTHORIZED TO SIGN FOR THE DEPARTMENT HEAD:

Authorized Employee's Name	Department Head's name signed by authorized employee with his/her initials	Document authorized to sign:
<u>Thomas W. Chester</u>	<u>Robert E. Oglesby / RC</u>	<u>ALL</u>
<u>Ronald N. Plumb</u>	<u>Robert E. Oglesby / RP</u>	<u>ALL</u>
<u>Steven Jenks</u>	<u>Robert E. Oglesby / SJ</u>	<u>ALL</u>

<u>Ronald N. Plumb</u>	<u>1-10-14</u>	<u>C Heatherly</u>	<u>1-10-14</u>
Payroll Officer (signature)	Date	Personnel Officer (signature)	Date
<u>Ronald N. Plumb</u>	<u>1-10-14</u>	<u>[Signature]</u>	<u>13 JAN 2014</u>
Budget/Fiscal Officer (signature)	Date	Department Head (signature)	Date

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 Division of Accounts Office of Payroll
 15th Floor, Wm. R. Snodgrass TN Tower
 Nashville, TN 37243-1102
 615-741-2456

Agency/Department Name <u>General Services</u>	Allotment Code(s):
Allotment Code: <u>32101</u>	<u>32106</u>
Division(s) Covered By This Authorization	<u>32101</u>
<u>MVM</u>	
<u>Commissioner Support - HR</u>	

Please accept only the following signatures as approval on payroll related documents received by the Division of Accounts Office of Payroll. The authorized employee's initials will follow each signature if other than the Department Head, Budget/Fiscal Officer, Payroll Officer, or Personnel Officer signs.

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EMPLOYEES AUTHORIZED TO SIGN FOR THE PAYROLL OFFICER:		
Authorized Employee's Name	Payroll Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
EMPLOYEES AUTHORIZED TO SIGN FOR THE PERSONNEL OFFICER:		
Authorized Employee's Name	Personnel Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
EMPLOYEES AUTHORIZED TO SIGN FOR THE BUDGET/FISCAL OFFICER:		
Authorized Employee's Name	Budget/Fiscal Officer's name signed by authorized employee with his/her initials	Documents authorized to sign: Payroll Supplemental
EMPLOYEES AUTHORIZED TO SIGN FOR THE DEPARTMENT HEAD:		
Authorized Employee's Name	Department Head's name signed by authorized employee with his/her initials	Document authorized to sign:
<u>Thomas W. Chester</u>	<u>Robert E. Oglesby/MC</u>	<u>MVM, Salary Plans, Budget Documents</u>
<u>Cynthia A. Heatherly</u>	<u>Robert E Oglesby/CAH</u>	<u>HR Documents, (Absences, RIF's, FMLA, Salary plans)</u>
<u>Reen L. Baskin</u>	<u>Robert E. Oglesby/RAB</u>	<u>HR Documents, (Absences, RIF's, FMLA, Salary Plan)</u>

Payroll Officer (signature)	Date	Personnel Officer (signature)	Date
Budget/Fiscal Officer (signature)	Date	Department Head (signature)	Date

13 JAN 2014
Date

Signature Authorization

FA-0949 12/00
 Please return to:
 Department of Finance and Administration
 Division of Accounts Office of Payroll
 15th Floor, Wm. R. Snodgrass TN Tower
 Nashville, TN 37243-1102
 615-741-2456

Agency/Department Name: <u>General Services</u>	Allotment Code(s):
Allotment Code: <u>32101</u>	<u>32109</u>
Division(s) Covered By This Authorization	
<u>Printing & Media Services</u>	

Please accept only the following signatures as approval on payroll related documents received by the Division of Accounts Office of Payroll. The authorized employee's initials will follow each signature if other than the Department Head, Budget/Fiscal Officer, Payroll Officer, or Personnel Officer signs.

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EMPLOYEES AUTHORIZED TO SIGN FOR THE PAYROLL OFFICER:		
Authorized Employee's Name	Payroll Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
EMPLOYEES AUTHORIZED TO SIGN FOR THE PERSONNEL OFFICER:		
Authorized Employee's Name	Personnel Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
EMPLOYEES AUTHORIZED TO SIGN FOR THE BUDGET/FISCAL OFFICER:		
Authorized Employee's Name	Budget/Fiscal Officer's name signed by authorized employee with his/her initials	Documents authorized to sign: Payroll Supplemental
EMPLOYEES AUTHORIZED TO SIGN FOR THE DEPARTMENT HEAD:		
Authorized Employee's Name	Department Head's name signed by authorized employee with his/her initials	Document authorized to sign:
<u>Thomas W. Chester</u>	<u>Robert E. Oglesby/RC</u>	<u>Printing/Publication Approvals</u>

Payroll Officer (signature)	Date	Personnel Officer (signature)	Date
Budget/Fiscal Officer (signature)	Date	Department Head (signature)	Date

Signature Authorization

FA-0949 12/00

Please return to:

Department of Finance and Administration
 Division of Accounts Office of Payroll
 15th Floor, Wm. R. Snodgrass TN Tower
 Nashville, TN 37243-1102
 615-741-2456

Agency/Department Name General Services
 Allotment Code: 32101
 Division(s) Covered By This Authorization
Commissioner Support
RPA

Allotment Code(s):
32101
32107

Please accept only the following signatures as approval on payroll related documents received by the Division of Accounts Office of Payroll. The authorized employee's initials will follow each signature if other than the Department Head, Budget/Fiscal Officer, Payroll Officer, or Personnel Officer signs.

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EMPLOYEES AUTHORIZED TO SIGN FOR THE PAYROLL OFFICER:		
Authorized Employee's Name	Payroll Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
EMPLOYEES AUTHORIZED TO SIGN FOR THE PERSONNEL OFFICER:		
Authorized Employee's Name	Personnel Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:
EMPLOYEES AUTHORIZED TO SIGN FOR THE BUDGET/FISCAL OFFICER:		
Authorized Employee's Name	Budget/Fiscal Officer's name signed by authorized employee with his/her initials	Documents authorized to sign: Payroll Supplemental
EMPLOYEES AUTHORIZED TO SIGN FOR THE DEPARTMENT HEAD:		
Authorized Employee's Name	Department Head's name signed by authorized employee with his/her initials	Document authorized to sign:
<u>Reen L. Baskin</u>	<u>Robert E. Oglesby/RLO</u>	<u>Land Easements, RPA Contracts</u>
<u>Thomas W. Chester</u>	<u>Robert F. Oglesby/RFO</u>	<u>Land Easements, RPA Contracts</u>

Payroll Officer (signature)	Date	Personnel Officer (signature)	Date
Budget/Fiscal Officer (signature)	Date	Department Head (signature)	Date

13 Jan 2014

Signature Authorization

FA-0949 12/00

Please return to:

Department of Finance and Administration

Division of Accounts Office of Payroll

15th Floor, Wm. R. Snodgrass TN Tower

Nashville, TN 37243-1102

615-741-2456

Agency/Department Name: General Services

Allotment Code: 32101

Division(s) Covered By This Authorization

CPO Office

Allotment Code(s):

32110

Please accept only the following signatures as approval on payroll related documents received by the Division of Accounts Office of Payroll. The authorized employee's initials will follow each signature if other than the Department Head, Budget/Fiscal Officer, Payroll Officer, or Personnel Officer signs.

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EMPLOYEES AUTHORIZED TO SIGN FOR THE PAYROLL OFFICER:

Authorized Employee's Name	Payroll Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:

EMPLOYEES AUTHORIZED TO SIGN FOR THE PERSONNEL OFFICER:

Authorized Employee's Name	Personnel Officer's name signed by authorized employee with his/her initials	Documents authorized to sign:

EMPLOYEES AUTHORIZED TO SIGN FOR THE BUDGET/FISCAL OFFICER:

Authorized Employee's Name	Budget/Fiscal Officer's name signed by authorized employee with his/her initials	Documents authorized to sign: Payroll Supplemental

EMPLOYEES AUTHORIZED TO SIGN FOR THE DEPARTMENT HEAD:

Authorized Employee's Name	Department Head's name signed by authorized employee with his/her initials	Document authorized to sign:
<u>Michael F. Perry</u>	<u>Robert C. Cyler / MFP</u>	<u>Sole Source Requests, Proprietary Purch.</u>

Payroll Officer (signature)

Date

Personnel Officer (signature)

Date

Budget/Fiscal Officer (signature)

Date

Department Head (signature)

Date

13 Jan 2014
2014

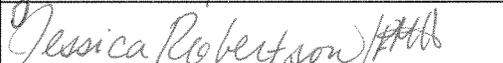
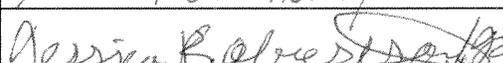
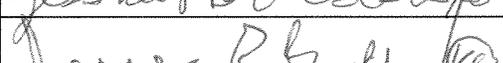
Department of General Services
 Central Procurement Office
 3rd Floor William R Snodgrass TN Tower
 Nashville, TN 37243-1102

SIGNATURE AUTHORIZATION

Please accept only the following signatures as approval on contracts up to five million (\$5,000,000) dollars received by the Central Procurement Office. Each signature will be followed by the employee's initials if other than the Director of Sourcing or the Chief Procurement Officer.

We will advise you immediately of any changes and will submit a new authorization of all signatures as changes occur.

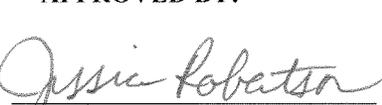
Employees Authorized to Sign for the Chief Procurement Officer

Employee's Name/Title	Chief Procurement Officer's name signed by authorized employee with your initials	Document Restrictions if Application
Andrew Kidd, Sourcing Analyst		Contracts under \$5,000,000
Douglas Whitcomb, Sourcing Analyst		Contracts under \$5,000,000
Rebecca Hoffman, Sourcing Analyst		Contracts under \$5,000,000
Jessica Stephens, Sourcing Analyst		Contracts under \$5,000,000
Kenny Weaver, Sourcing Analyst		Contracts under \$5,000,000
Chris Yarbrough, Sourcing Analyst		Contracts under \$5,000,000

REVIEWED BY:

APPROVED BY:


 Director of Sourcing Date


 Chief Procurement Officer Date


 Director of Sourcing (Print)


 Chief Procurement Officer (Print)

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2012
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This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the authorized individual named</i>
Thomas W. Chester, Deputy Commissioner	
Jessica Robertson, Chief Procurement Officer	

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

Agency Chief Executive Signature & Date

Digitally signed by Steven G. Cates
DN: cn=Steven G. Cates, o=Commissioner, ou=State of
TN - Dept. of General Services,
email=steve.cates@tn.gov, c=US
Date: 2012.02.14 15:31:22 -06'00'

Printed Name, Title & Agency Steven G. Cates, Commissioner

RECEIVED

By OCR at 7:42 am, Feb 15, 2012

FW: DGS 2012 Signature Authorization

Jennifer Young

Sent: Wednesday, February 15, 2012 10:13 AM
To: Robert Barlow
Cc: Jessica Robertson; Mike Perry
Attachments: Ex_SignatureAuth_2-14-12.pdf (565 KB) ; 321authority.pdf (3 MB)

Robert,

I was just able to confirm with Commissioner Cates' Assistant, Kaleigh Black, that his digital signature is indeed authentic. She may be reached at 741-2081 if you have any questions.

Please let me know if you need any other documentation.

Thank you!
Jenny

-----Original Message-----

From: Robert Barlow
Sent: Wednesday, February 15, 2012 7:37 AM
To: Jennifer Young
Cc: Jessica Robertson; Mike Perry
Subject: FW: DGS 2012 Signature Authorization

Jennifer,
Although it could result in an audit finding on the CPO, I guess we can accept the attached document for the time being. However, the document is supposed to be signed by the agency chief executive following the statement:

"... as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:"

The document that you just submitted is digitally signed, and the problem is that its signature facsimile does not appear to be Commissioner Cates signature (which we assume is that which appears on the 2012 Contract Management Plan cover and on last year's Signature Certification & Authorization (refer to the second attached document)). Rather, the digital signature facsimile appears to be taken from someone else writing his name.

You may wish to consider whether the current 2012 Signature Certification & Authorization should be signed with the commissioner's actual signature or a digital facsimile thereof and resubmitted for the record.

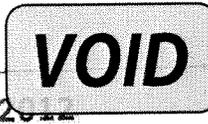
From: Jennifer Young
Sent: Tuesday, February 14, 2012 3:38 PM
To: Agsprs Agsprs; Sylvia Chunn
Cc: Thomas W. Chester; Jessica Robertson
Subject: DGS 2012 Signature Authorization

Please see the attached updated Signature Certification & Authorization Form for DGS.

Thank you!

Signature Certification & Authorization

for purposes of professional service contracting documents



Calendar Year of Certification & Authorization(s):	2012
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This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <small>sample of agency head's name as it will be signed & initialed by the authorized individual named</small>
Thomas W. Chester, Deputy Commissioner	

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

Agency Chief Executive Signature & Date _____ refer to the signature on the associated
Printed Name, Title & Agency Steve G. Cates, Commissioner
 2012 Contract Management Plan

Service Contracts Coordinator Designation

Calendar Year of Designation:	2012
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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

I further understand that because limited staffing in the central professional service procurement oversight function, communications on behalf of my agency with Office of Contracts Review staff should be limited to those from the designated Service Contracts Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Jenny A. Young
Address:	312 Rosa L. Parks Avenue W.R.S. Tennessee Tower 24 th Floor Nashville, TN 37243
Telephone:	(615) 741-1298
E-Mail:	Jennifer.Young@tn.gov

Agency Chief Executive
Signature & Date

Printed Name & Title Steven G. Cates, Commissioner

Agency Name Department of General Services

**State of Tennessee
Department of General Services**



**CONTRACT
MANAGEMENT
PLAN
2012**

Submitted: January 12, 2012

 1/20/12
Steven G. Cates, Commissioner Date

2012 Contract Management Plan Department of General Services

This document represents the Department of General Services' 2012 plan for managing the procurement process for professional services contracts. For the purpose of this document, the term "Contract" will be representative of all Contract and Grant documents.

The Department of General Services ("DGS") strives to achieve and maintain exceptionally professional performance in its management of professional services contracts, and the procurement process through which those contracts are awarded. The personnel assigned to create, approve, and process these documents have the expertise, experience, and desire to efficiently steward the use of the public funds to which we are entrusted. The designated personnel are listed as follows:

Service Contracts Coordinator

This position is housed within the Administration Division, and reports directly to the Assistant Commissioner of DGS. The roles and responsibilities of the Service Contracts Coordinator include, but are not limited to:

- Designation as the primary point of communication between DGS Office of Services Contracting and the Central Procurement Office of Contracts Review;
- Maintenance of current knowledge of changes to service contracting laws, rules, and policies as established by the Central Procurement Office of Contracts Review;
- Distribution of service contract laws, rules and policies, to appropriate agency staff;
- Maintenance of updates to department policies and procedures with regard to the operation of the service contracting section;
- Development of a draft *Pro Forma* contract document for review and approval by the Office of General Counsel staff and the Contract Manager;
- Development of a draft contract summary sheet for review and approval by the Fiscal Director of the Office of Financial Management;
- Development of a draft Governor's Office of Diversity Commitment letter to be signed by the intended contract awardee and incorporated into the awarded contract;
- Review, approval, and submission of all service contracts to the Central Procurement Office of Contracts Review for its review and approval;
- Review and approval of all service contracts prior to obtaining agreement signatures from any party;
- Posting and maintenance of all current services contracts, in .pdf format, at a shared network location, for review by agency personnel;
- Producing and distributing communication of contract award to all relevant parties to include a copy of the contract;
- Primary point of communication between designated agency "Contracts Manager" and Contractor pertaining to contract compliance and assisting with the development of Corrective Action Plans when necessary;
- Primary contact for all DGS Service Contract records; and

Preparation of service contracts information for the Fiscal Review Committee when approvals needed.

Procurement Process Coordinator

This position is housed within the Administration Division, and reports directly to the Assistant Commissioner of DGS. The roles and responsibilities of the Procurement Process Coordinator include, but are not limited to:

- Determination and selection of the most reasonable and efficient procurement type (Request for Proposals "RFP", Alternative Procurement, or other) in the best interest of the State;
- Management of the selected procurement method process;
- Support of agency staff in development of the procurement method document;
- Provide instruction to the Proposal Evaluation Team regarding the procurement process, the terms of the subject procurement document, and the evaluation process detailed in the procurement document so that team members understand the procurement process and their responsibilities in it;
- Provide technical proposals received to staff at the Governor's Office of Diversity Business Enterprise for evaluation;
- Management of the proposal evaluation process;
- Oversight of the review of technical proposals for responsiveness to requirements;
- Coordination of any consultations and financial reviews;
- Oversight of cost proposal score calculations and the compilation of technical proposal score averages with cost proposal scores;
- Oversight of procurement protest period and official notice of intent to award;
- Posting and maintenance of all current procurement files, in .pdf format, at a shared network location, for review by agency personnel;
- Primary contact for all DGS Service Contracting procurement records;
- Maintenance of current knowledge of changes to procurement laws, rules, and policies as established by the Central Procurement Office of Contracts Review;
- Maintenance of updates to department policies and procedures with regard to the operation of the procurement section;
- Maintenance of the contract file during the procurement process; and
- Preparation of procurement process information for the Fiscal Review Committee when approvals needed.

Contracts Manager

The Contracts Manager is an employee in one of the DGS divisions, to whom a services contract is assigned. Their involvement in the development and management of the executed contract document ensures that each division obtains the highest quality of services required. The roles and responsibilities of these employees include, but are not limited to:

- Creation of scope of services as needed for a services contract procurement;
- Establishment of payment methodologies that may include:
 - Units of Payment

- Milestones required for Payment
 - Amounts for each payment to vendor;
- Performance reporting should be submitted to the Contract Manager's supervisor at a frequency applicable to the service under contract. Performance reporting should include indicators of:
 - Contractor performance, relative to the Scope of Services;
 - Contractor adherence to deliverable schedules;
 - Division adherence to Payment Methodologies, specifically in terms of funds available; and
 - Division awareness of the Contract Term, for the purpose of initiating timely extensions and/or re-procurements.
- Quality control to inspect and verify the adequacy of the contractor's deliverables;
- Review and audit of contractor invoices which may include:
 - Invoice charges against contract terms and required deliverables
 - Invoice date against contract terms and payment methodology
 - Vendor name, address, and FEIN
 - Contract accounting codes
 - Availability of funds
 - Mathematical accuracy
 - Compliance with State of Tennessee Comprehensive Travel regulations;
- Submission of approved invoices for payment;
- Documentation and resolution of issues that arise during the course of the contract;
- Direct day-to-day responsibility for management of the contracts; and
- Responsible for developing and maintaining the policy and process for vendor complaints and notifying the Office of Services Contracting of any Contractor Performance issues

Office of Financial Management

This office is under the direction of the Department Fiscal Director who is responsible for the following:

- Fiscal oversight of contract expenditures;
- Budget and accounting reconciliation and planning; and
- Approval and processing of contractor invoices for payment.

Office of General Counsel

Pursuant to the Central Procurement Office of Contracts Review Service Contract Model Policy, the Commissioner, by signing the resulting contract document is certifying and providing assurance that the Scope of Services as proposed meets the following criteria: it is clear and correct, adequate for all legal and enforcement purposes and sufficiently detailed. Therefore, the legal staff has as its underlying responsibility to assure the Commissioner prior to signing the contract document that the Scope meets the Central Procurement Office of contracts Review's criteria.

The review and involvement in the RFP process by the Office of General Counsel includes, but is not limited to the following:

- Review the Scope of Services to ensure that as proposed it is clear and correct, adequate for all legal and enforcement purposes, and sufficiently detailed.
- Provide advice and interpretation, throughout the RFP process, to the Service Contracts Coordinator and Procurement Process Coordinator regarding service contracting laws, rules, and policies;
- Depending upon the degree of complexity of the RFP, assist in the development of the RFP;
- Ensure that Standard Terms and Conditions are included in the Pro Forma Contract;
- Ensure that all applicable and required Special Terms and Conditions are included in the Pro Forma Contract;
- Assist in developing Department's responses to Questions and Comments received from proposers during Questions and Comment period;
- Assist, during proposal evaluation, in determining if "Mandatory" requirements of the RFP are met;
- Advise the Service Contracts Coordinator and Procurement Process Coordinator if questions arise during the technical and/or cost evaluations;
- Throughout the RFP process, provide advice to the Commissioner, Deputy Commissioner and/or Assistant Commissioner as necessary and/or as requested; and
- Assist in the management, control and litigation of protest procedures for the Department.

Internal Audit Division

The role and responsibilities of this division cannot be ones of direct contract management; however, an effective management plan must include monitoring. The Office of Internal Audit will perform the following:

- Maintenance of updated and complete lists of all active service contracts;
- Periodic review of a sampling of service contracts to ensure that vendors are meeting contract specifications and requirements;
- Periodic testing of payments to vendors for compliance with applicable rules and regulations;
- Periodic review of procedures being followed by Contracts Managers to ensure adherence to the Contract Management Plan and internal procedures; and
- Assistance with the development of an Enterprise Risk Management plan.

Signature Certification & Authorization

for purposes of professional service contracting documents

EXPIRED

Calendar Year of Certification & Authorization(s):

2011

This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named
Thomas W. Chester, Deputy Commissioner	

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

**Agency Chief Executive
Signature & Date**



Printed Name & Title Steven G. Cates, Commissioner

Agency Name Department of General Services

Service Contracts Coordinator Designation

Calendar Year of Designation:	2011
-------------------------------	------

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

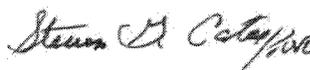
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

I further understand that because limited staffing in the central professional service procurement oversight function, communications on behalf of my agency with Office of Contracts Review staff should be limited to those from the designated Service Contracts Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Jenny Young
Address:	24 th Floor, W.R.S. Tennessee Tower, 312 Rosa L. Parks Ave., Nashville TN 37243
Telephone:	(615) 741-1298
E-Mail:	Jennifer.Young@tn.gov

Agency Chief Executive
Signature & Date



Digitally signed by Thomas W. Chester
DN: cn=Thomas W. Chester, o=Deputy
Commissioner, ou=State of TN - Dept. of General
Services, email=thomas.w.chester@tn.gov, c=US
Date: 2011.09.13 14:06:18 -05'00'

Printed Name & Title

Steven G. Cates, Commissioner

Agency Name

Department of General Services

Service Contracts Coordinator Designation**VOID****Calendar Year of
Designation:****2011**

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

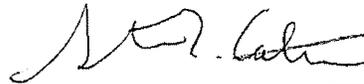
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

I further understand that because limited staffing in the central professional service procurement oversight function, communications on behalf of my agency with Office of Contracts Review staff should be limited to those from the designated Service Contracts Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Paul Hauser
Address:	24 th Floor, WRS Tennessee Tower, 312 Rosa L. Parks Ave., Nashville, TN
Telephone:	615-253-7980
E-Mail:	paul.hauser@tn.gov

**Agency Chief Executive
Signature & Date**



Printed Name & Title **Steven G. Cates, Commissioner**

Agency Name **Department of General Services**

**State of Tennessee
Department of General Services**



**CONTRACT
MANAGEMENT
PLAN
2011**

Submitted: December 8, 2010

 1-25-11
Steven G. Cates, Date
Commissioner

2011 Contract Management Plan Department of General Services

This document represents the Department of General Services' 2011 plan for managing the procurement process for professional services contracts. For the purpose of this document, the term "Contract" will be representative of all Contract and Grant documents.

The Department of General Services (DGS) strives to achieve and maintain exceptionally professional performance in its management of professional services contracts, and the procurement process through which those contracts are awarded. The personnel assigned to create, approve, and process these documents have the expertise, experience, and desire to efficiently steward the use of the public funds to which we are entrusted.

The creation and approval of professional services contracting documents is a thorough and complete process that is outlined in Attachment 1 of this document. The Department has employed the following personnel to whom the duties of contract creation and management are assigned:

Service Contracts Coordinator

This position is housed within the Administration Division, and reports directly to the Deputy Commissioner of General Services. The roles and responsibilities of the Service Contracts Coordinator include, but are not limited to:

- Designation as the primary point of communication between the Department and the Department Finance and Administrations' Office of Contracts Review (OCR);
- Maintenance of current knowledge of changes to service contracting laws, rules, and policies as established by OCR;
- Provision of advice to departmental personnel regarding service contracting laws, rules, and policies;
- Maintenance of updates to department policies and procedures with regard to the operation of the service contracting section;
- Review and approval of all service contracts prior to obtaining agreement signatures from any party; and
- Review, approval, and submission of all service contracts to OCR for its review and approval.
- Posting and maintenance of all current services contracts, in .pdf format, at a shared network location, for review by agency personnel.
- Monitoring of State/Vendor relationships as applicable. This includes, but is not necessarily limited to:
 - documenting and tracking of State agency complaints regarding vendor performance;
 - documenting and tracking of Vendor complaints regarding their relationships with State agencies; and
 - cooperating with both, when necessary, to devise Corrective Action Plans.

Request for Proposal (RFP) Coordinator

This position is housed within the Administration Division, and reports directly to the Service Contracts Coordinator. The roles and responsibilities of the RFP Coordinator include, but are not limited to:

- support of program staff in drawing the RFP;
- management of the RFP process;

- instruction to the Proposal Evaluation Team regarding the RFP process, the terms of the subject RFP, and the evaluation process detailed in the RFP so that team members understand the RFP process and their responsibilities in it;
- management of the proposal evaluation process;
- oversight of the review of technical proposals for responsiveness to requirements;
- coordination of any consultations and financial reviews;
- oversight of cost proposal score calculations and the compilation of technical proposal score averages with cost proposal scores; and
- maintenance of the contract file during the RFP process.

Contracts Manager

The Contracts Manager is an employee in one of the DGS divisions, to whom a services contract is assigned. Their involvement in the development and management of the executed contract document ensures that each division obtains the highest quality of services required. The roles and responsibilities of these employees include, but are not limited to:

- Creation of scope of services as needed for a services contract procurement;
- Establishment of payment methodologies that may include:
 - Units of Payment
 - Milestones required for Payment
 - Amounts for each payment to vendor;
- Performance reporting should be submitted to the Contract Manager's supervisor at a frequency applicable to the service under contract. Performance reporting should include indicators of:
 - Contractor performance, relative to the Scope of Services;
 - Contractor adherence to deliverable schedules;
 - Division adherence to Payment Methodologies, specifically in terms of funds available; and
 - Division awareness of the Contract Term, for the purpose of initiating timely extensions and/or re-procurements.
- Quality control to inspect and verify the adequacy of the contractor's deliverables;
- Review and audit of contractor invoices which may include:
 - Invoice charges against contract terms and required deliverables
 - Invoice date against contract terms and payment methodology
 - Vendor name, address, and FEIN
 - Contract accounting codes
 - Availability of funds
 - Mathematical accuracy
 - Compliance with State of Tennessee Comprehensive Travel regulations;
- Submission of approved invoices for payment; and
- Documentation and resolution of issues that arise during the course of the contract.

Office of Financial Management

This office is under the direction of the Department Fiscal Director who is responsible for the following:

- Fiscal oversight of contract expenditures;
- Budget and accounting reconciliation and planning; and
- Approval and processing of contractor invoices for payment.

Office of General Counsel

Pursuant to the Office of Contracts Review (OCR) Service Contract Model Policy, the Commissioner, by signing the resulting contract document is certifying and providing assurance that the Scope of Services as proposed meets the following criteria: it is clear and correct, adequate for all legal and enforcement purposes and sufficiently detailed. Therefore, the legal staff has as its underlying responsibility to assure the Commissioner prior to signing the contract document that the Scope meets OCR's criteria.

The review and involvement in the RFP process by the Office of General Counsel includes, but is not limited to the following:

- Review the Scope of Services to ensure that as proposed it is clear and correct, adequate for all legal and enforcement purposes, and sufficiently detailed.
- Provide advice and interpretation, throughout the RFP process, to the Service Contracts Coordinator and RFP Coordinator regarding service contracting laws, rules, and policies;
- Depending upon the degree of complexity of the RFP, assist in the development of the RFP;
- Ensure that Standard Terms and Conditions are included in the Pro Forma Contract;
- Ensure that all applicable and required Special Terms and Conditions are included in the Pro Forma Contract;
- Assist in developing Department's responses to Questions and Comments received from proposers during Questions and Comment period;
- Assist, during proposal evaluation, in determining if "Mandatory" requirements of the RFP are met;
- Advise the Service Contracts Coordinator and RFP Coordinator if questions arise during the technical and/or cost evaluations; and
- Throughout the RFP process, provide advice to the Commissioner, Deputy Commissioner and/or Assistant Commissioner as necessary and/or as requested.
- Assist in the management, control and litigation of protest procedures for the Department.

Internal Audit Division

The role and responsibilities of this division can not be ones of direct contract management; however, an effective management plan must include monitoring. The Office of Internal Audit will perform the following:

- Maintenance of updated and complete lists of all active service contracts;
- Periodic review of a sampling of service contracts to ensure that vendors are meeting contract specifications and requirements;
- Periodic testing of payments to vendors for compliance with applicable rules and regulations; and
- Periodic review of procedures being followed by Contracts Managers to ensure adherence to the Contract Management Plan and internal procedures.

Contract Creation and Approval Process

1. The *Contracts Manager* creates the scope of services for its contract document and provides it, along with the payment and deliverable information, to the *Service Contracts Coordinator*.
2. The *Service Contracts Coordinator* inserts the scope of services and the deliverable information into the correct contract template as provided by OCR.
3. The *Service Contracts Coordinator* provides a draft of the Pro Forma contract document including suggested Special Terms and Conditions to the *Contracts Manager* to review with *Office of General Counsel* staff to determine which terms and conditions are applicable and/or appropriate for the services necessary.
4. The *Contracts Manager* determines, with input from the *Office of Financial Management*, the funding source for the services contract.
5. The *Contracts Manager* provides the revised draft of the Pro forma Contract to the *Service Contracts Coordinator*.
6. The *Service Contracts Coordinator* reviews the revised Pro Forma Contract to ensure completeness and compliance with OCR standards.
7. The *Service Contracts Coordinator* drafts a contract summary sheet and submits it for review to the Fiscal Director of the *Office of Financial Management*. The Fiscal Director will review, approve, and sign the contract summary sheet.
8. The *Service Contracts Coordinator* forwards the completed contract to the *Office of General Counsel* for review and approval. Once approved, the *Service Contracts Coordinator* forwards the contract to the vendor for signature.
9. Once the vendor has signed it, then it will be forwarded to the Commissioner for signature prior to forwarding to OCR.
10. The *Service Contracts Coordinator* will submit the Contract and Summary Sheets to OCR with all required copies included, by upload to the Edison system.
11. Once approved, the *Service Contracts Coordinator* will retain one copy of the Contract and Summary Sheets in the Contract Office and forward the remaining copies to the *Contracts Manager*.
12. The *Contracts Manager* will retain one copy of the Contract and Summary Sheets and forward a fully executed copy of the Contract Document to the vendor.

SIGNATURE CERTIFICATION & AUTHORIZATION

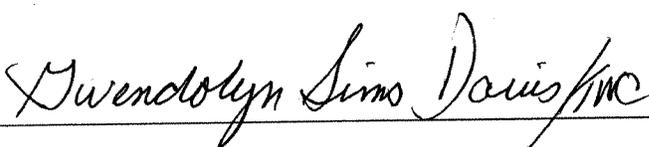
CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION: 2010

EXPIRED

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

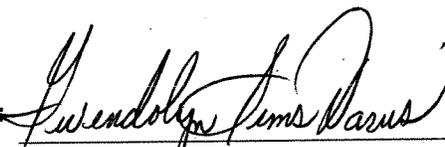
This *Signature Certification & Authorization* (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

I hereby declare the following individuals to be authorized signatories permitted to sign ALL service contracts and associated service procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

NAME AND TITLE	SAMPLE SIGNATURE WITH INITIALS (sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named)
Thomas W. Chester, Deputy Commissioner	

I WILL SIGN ALL SERVICE CONTRACT DOCUMENTS AND RELATED COMMUNICATIONS IN THE FOLLOWING MANNER:

AGENCY HEAD SIGNATURE & DATE:



PRINTED NAME & TITLE:

Gwendolyn Sims DAVIS 12-10-09

DEPARTMENT OR AGENCY NAME:

Department of General Services

SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2010

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

I further understand that because limited staffing in the F&A Office of Contracts Review (OCR), communications on behalf of my agency with OCR staff should be limited to those from the designated *Service Contracts Coordinator*.

I hereby designate the following person as the *Service Contracts Coordinator* for my agency.

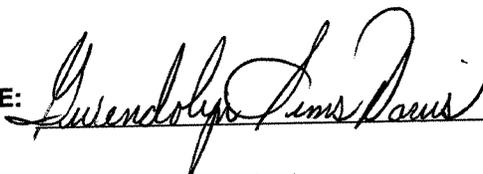
NAME: Paul Hauser

ADDRESS: Department of General Services, 24th Floor WRS Tennessee Tower, Nashville, 37243

TELEPHONE: 615.253.7980

EMAIL: paul.hauser@tn.gov

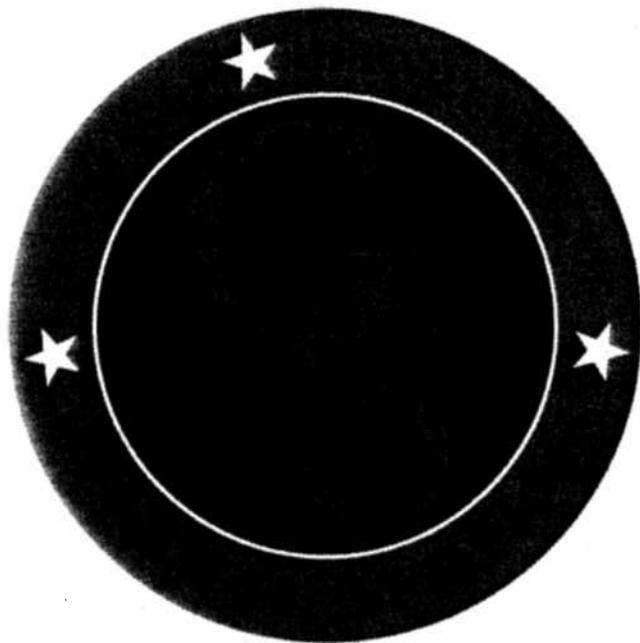
AGENCY HEAD SIGNATURE & DATE:



PRINTED NAME & TITLE: Gwendolyn Sims Davis

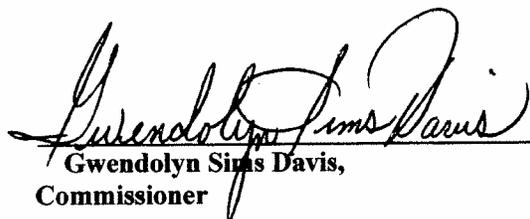
DEPARTMENT OR AGENCY NAME: Department of General Services

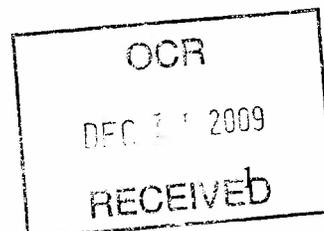
**State of Tennessee
Department of General Services**



**CONTRACT
MANAGEMENT
PLAN
2010**

Submitted: December 15, 2009


Gwendolyn Sims Davis, Date
Commissioner



2010 Contract Management Plan Department of General Services

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Service Contracts Coordinator

This position is housed within the Administration Division, and reports directly to the Deputy Commissioner of General Services. The roles and responsibilities of the Service Contracts Coordinator include, but are not limited to:

- Designation as the single point of communication between the Department and the Department Finance and Administrations' Office of Contracts Review (OCR);
- Maintenance of current knowledge of changes to service contracting laws, rules, and policies as established by OCR;
- Provision of advice to departmental personnel regarding service contracting laws, rules, and policies;
- Maintenance of updates to department policies and procedures with regard to the operation of the service contracting section;
- Review and approval of all service contracts prior to obtaining agreement signatures from any party; and
- Review, approve, and submission of all service contracts to OCR for review and approval.

Request for Proposal (RFP) Coordinator

This position is housed within the Administration Division, and reports directly to the Service Contracts Coordinator. The roles and responsibilities of the RFP Coordinator include, but are not limited to:

- support of program staff in drawing the RFP;
- management of the RFP process;
- instruction to the Proposal Evaluation Team regarding the RFP process, the terms of the subject RFP, and the evaluation process detailed in the RFP so that team members understand the RFP process and their responsibilities in it;
- management of the proposal evaluation process;
- oversight of the review of technical proposals for responsiveness to requirements;
- coordination of any consultations and financial reviews;
- oversight of cost proposal score calculations and the compilation of technical proposal score averages with cost proposal scores; and
- maintenance of the contract file during the RFP process.

Contracts Manager

The Contracts Manager is a division employee to whom a services contract is assigned. Their involvement in the development and management of the executed contract document ensures that each division obtains the highest quality of services required. The roles and responsibilities of these employees include, but are not limited to:

- Creation of scope of services as needed for a services contract procurement;
- Establishment of payment methodologies that may include:
 - Units of Payment
 - Milestones required for Payment
 - Amounts for each payment to vendor;
- Performance reporting to monitor contractor performance, cost, and adherence to contract schedule;
- Quality control to inspect and verify the adequacy of the contractor's deliverables;
- Review and audit of contractor invoices which may include:
 - Invoice charges against contract terms and required deliverables
 - Invoice date against contract terms and payment methodology
 - Vendor name, address, and FEIN
 - Contract accounting codes
 - Availability of funds
 - Mathematical accuracy
 - Compliance with State of Tennessee Comprehensive Travel regulations;
- Submission of approved invoices for payment;
- Performance Reporting; and
- Documentation of issues that arise during the course of the contract.

Office of Administrative Services

This office is under the direction of the Department Fiscal Director who is responsible for the following:

- Fiscal oversight of contract expenditures;
- Budget and accounting reconciliation and planning; and
- Approval and processing of contractor invoices for payment.

Office of Legal Services

The role and responsibilities of this office include, but are not limited to:

- Review of the requirements within contract Scopes of Services; and
- Review and recommendation of special terms as applicable to each procurement.

Internal Audit Division

The role and responsibilities of this division can not be ones of direct contract management; however, an effective management plan must include monitoring. The Office of Internal Audit will perform the following:

- Maintenance of updated and complete lists of all active service contracts;
- Periodic review of a sampling of service contracts to ensure that vendors are meeting contract specifications and requirements;
- Periodic testing of payments to vendors for compliance with applicable rules and regulations; and
- Periodic review of procedures being followed by Contracts Managers to ensure adherence to the Contract Management Plan and internal procedures.

Contract Creation and Approval Process

The *Contracts Manager* creates the scope of services for their contract document and provides this, along with the payment and deliverable information, to the *Service Contracts Coordinator*.

The *Service Contracts Coordinator* inserts the scope and the deliverable information into the correct contract template as provided by OCR.

The *Service Contracts Coordinator* provides a draft of the contract document to the *Contracts Manager* for review with *Office of Legal Services* staff to determine which clauses are appropriate for the services necessary.

The *Contracts Manager* determines, with input from the *Office of Administrative Services*, the funding source for the services contract.

The *Contracts Manager* provides the updated and corrected draft contract to the *Service Contracts Coordinator*.

The *Service Contracts Coordinator* will review the contract to ensure completeness and compliance with OCR standards.

The *Service Contracts Coordinator* will draft a contract summary sheet, submit it to the Director of Purchasing for review prior to forwarding it to Office of Administrative Services. The Fiscal Director will review, approve, and sign the contract summary sheet.

The *Service Contracts Coordinator* will forward the completed contract to the Office of Legal Services for review and approval. Once approved, the *Service Contracts Coordinator* forwards the contract to the vendor for signature.

Once the vendor has signed it, then it will be forwarded to the Commissioner for Signature prior to it going to OCR.

The *Service Contracts Coordinator* will submit the Contract and Summary Sheets to OCR with all required copies included.

Once approved, the *Service Contracts Coordinator* will retain one copy of the Contract and Summary Sheets in the Contract Office and forward the remaining copies to the *Contracts Manager*.

The *Contracts Manager* will retain one copy of the Contract and Summary Sheets and forward a fully executed copy of the Contract Document to the vendor.