Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	**2012**

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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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 authorized individual named*
Greg Gonzales Commissioner	Greg Gonzales JKP
Greg Gonzales Commissioner	Greg Gonzales by JAN

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 Greg Gonzales

Printed Name, Title & Agency **Greg Gonzales, Commissioner**
Department of Financial Institutions

Service Contracts Coordinator Designation

Calendar Year of Designation:	2012

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Tommie Pendergrass
Address:	414 Union Street, Suite 1000; Nashville, TN 37219
Telephone:	615-532-1013
E-Mail:	Tommie.pendergrass@tn.gov

Agency Chief Executive Signature & Date Greg Gonzales

Printed Name & Title **Greg Gonzales, Commissioner**

Agency Name **Tennessee Department of Financial Institutions**

STATE OF TENNESSEE
DEPARTMENT OF FINANCIAL INSTITUTIONS
414 UNION STREET, SUITE 1000
NASHVILLE, TENNESSEE 37219
(615) 741-2236 FAX (615) 741-2883

BILL HASLAM
GOVERNOR

GREG GONZALES
COMMISSIONER

CONTRACT MANAGEMENT PLAN
For Calendar Year 2012

The purpose of this plan is to address the general management of contracts for which the Department is responsible. In implementing this plan, the Department is establishing a separation of duties among program, legal and fiscal staff to ensure the integrity of the process. Accordingly, the following functions have been assigned as follows:

DIVISION INITIATION AND RESPONSIBILITY:

Each division within the Department is responsible for identifying specific contract needs and making the appropriate contract request for technical assistance. The division head is responsible for monitoring contract compliance and ensuring that the performance meets division objectives in an efficient and timely manner. Division heads should communicate with contractors as needed to ensure compliance and are responsible for approving requests for payment.

DRAFTING AND LEGAL REVIEW:

The Administrative and Legal Division is responsible for providing technical assistance to the division heads with regard to reviewing applicable law and rules as well as drafting the contract. An appropriate legal review will be made to ensure that there is compliance with policies and procedures established by the Department of Finance and Administration's Office of Contracts Review. Consultation with the Department of Finance and Administration should occur as needed.

FISCAL AND PERFORMANCE REVIEW:

The Department's Fiscal Officer is responsible for determining that there is adequate funding in the budget before a contract is recommended to the Commissioner. The Fiscal Officer is responsible for reviewing requests for payment pursuant to contract, ensuring that there is proper documentation and that the appropriate division head approves payments. The Fiscal Officer will ensure that payments are within established contract rates. For each contract, division heads will send a memo documenting contract compliance to the Fiscal Officer within thirty (30) days after the respective calendar year. The Fiscal Officer will maintain this documentation.

APPROVED BY:

Greg Gonzales
Commissioner

Signature Certification & Authorization

for purposes of professional service contract & supporting documents

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 authorized individual named*
Tina Miller/Assistant Commissioner for Administration	Greg Gonzales by TM
Tommie Pendergrass/Fiscal Director	Greg Gonzales, TMP

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 Greg Gonzales

Printed Name & Title **Greg Gonzales/Commissioner**

Agency Name **Tennessee Department of Financial Institutions**

OCR
JAN 24 2011
RECEIVED

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:	Tommie Pendergrass
Address:	414 Union Street, Suite 1000; Nashville, TN 37219
Telephone:	615-532-1013
E-Mail:	Tommie.Pendergrass@tn.gov

Agency Chief Executive Signature & Date Greg Gonzales

Printed Name & Title **Greg Gonzales/Commissioner**

Agency Name **Tennessee Department of Financial Institutions**

OCR
JAN 24 2011
RECEIVED

STATE OF TENNESSEE
DEPARTMENT OF FINANCIAL INSTITUTIONS
414 UNION STREET, SUITE 1000
NASHVILLE, TENNESSEE 37219
(615) 741-2236 FAX (615) 741-2883

PHIL BREDESEN
GOVERNOR

GREG GONZALES
COMMISSIONER

CONTRACT MANAGEMENT PLAN
For Calendar Year 2011

The purpose of this plan is to address the general management of contracts for which the Department is responsible. In implementing this plan, the Department is establishing a separation of duties among program, legal and fiscal staff to ensure the integrity of the process. Accordingly, the following functions have been assigned as follows:

DIVISION INITIATION AND RESPONSIBILITY:
Each division within the Department is responsible for identifying specific contract needs and making the appropriate contract request for technical assistance. The division head is responsible for monitoring contract compliance and ensuring that the performance meets division objectives in an efficient and timely manner. Division heads should communicate with contractors as needed to ensure compliance and are responsible for approving requests for payment.

DRAFTING AND LEGAL REVIEW:
The Administrative and Legal Division is responsible for providing technical assistance to the division heads with regard to reviewing applicable law and rules as well as drafting the contract. An appropriate legal review will be made to ensure that there is compliance with policies and procedures established by the Department of Finance and Administration's Office of Contracts Review. Consultation with the Department of Finance and Administration should occur as needed.

FISCAL AND PERFORMANCE REVIEW:
The Department's Fiscal Officer is responsible for determining that there is adequate funding in the budget before a contract is recommended to the Commissioner. The Fiscal Officer is responsible for reviewing requests for payment pursuant to contract, ensuring that there is proper documentation and that the appropriate division head approves payments. The Fiscal Officer will ensure that payments are within established contract rates. For each contract, division heads will send a memo documenting contract compliance to the Fiscal Officer within thirty (30) days after the respective calendar year. The Fiscal Officer will maintain this documentation.

APPROVED BY:

Greg Gonzales
Commissioner

OOR
JAN 24 2011
RECEIVED

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 authorized individual named)
Tommie Pendergrass, Acting Assistant Commissioner for Administration	Greg Gonzales ATP

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

AGENCY HEAD SIGNATURE & DATE: Greg Gonzales

PRINTED NAME & TITLE: Greg Gonzales, Commissioner

DEPARTMENT OR AGENCY NAME: Department of Financial Institutions

SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2010

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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 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:	Tommie Pendergrass
ADDRESS:	414 Union Street, Suite 1000; Nashville, TN 37219
TELEPHONE:	615-532-1013
EMAIL:	Tommie.Pendergrass@tn.gov

AGENCY HEAD SIGNATURE & DATE: Greg Gonzales

PRINTED NAME & TITLE: Greg Gonzales, Commissioner

DEPARTMENT OR AGENCY NAME: Department of Financial Institutions

ALTERNATE RFP COORDINATOR DESIGNATIONS

CALENDAR YEAR OF DESIGNATION: 2010

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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 that, because the experience, influence, and consistency of *RFP Coordinators* are factors critical to successful RFP processes, an agency head should designate no more than three (3) alternate *RFP Coordinators*. I further understand that *RFP Coordinators* have, at minimum, the following responsibilities:

- supporting program staff in drafting RFPs;
- managing RFP processes;
- instructing the Proposal Evaluation Teams about the RFP process, 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;
- overseeing the review of technical proposals for responsiveness to requirements;
- coordinating any consultations and financial reviews;
- managing proposal evaluation processes;
- overseeing cost proposal and total proposal score calculations; and
- maintaining procurement files during RFP processes.

I hereby designate the following individuals as alternate *RFP Coordinators* for my agency.

NAME:	Tina Miller
TELEPHONE:	615-532-1030
EMAIL:	Tina.G.Miller@tn.gov
NAME:	Tommie Pendergrass
TELEPHONE:	615-532-1013
EMAIL:	Tommie.Pendergrass@tn.gov
NAME:	
TELEPHONE:	
EMAIL:	

AGENCY HEAD SIGNATURE & DATE: Greg Gonzales

PRINTED NAME & TITLE: Greg Gonzales, Commissioner

DEPARTMENT OR AGENCY NAME: Department of Financial Institutions

STATE OF TENNESSEE
DEPARTMENT OF FINANCIAL INSTITUTIONS
414 UNION STREET, SUITE 1000
NASHVILLE, TENNESSEE 37219
(615) 741-2236 FAX (615) 741-2883

PHIL BREDESEN
GOVERNOR

GREG GONZALES
COMMISSIONER

CONTRACT MANAGEMENT PLAN
For Calendar Year 2010

The purpose of this plan is to address the general management of contracts for which the Department is responsible. In implementing this plan, the Department is establishing a separation of duties among program, legal and fiscal staff to ensure the integrity of the process. Accordingly, the following functions have been assigned as follows:

DIVISION INITIATION AND RESPONSIBILITY:
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FISCAL AND PERFORMANCE REVIEW:
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APPROVED BY:

Greg Gonzales
Commissioner

OCR
DEC 23 2009
RECEIVED