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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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*
Janet McGaha, Chief Administrative Officer	Janet McGaha

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 Bill Haslam

Printed Name, Title & Agency **Bill Haslam, Governor**

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Daphne Cooper
Address:	State Capitol, G-10
Telephone:	615-532-4582
E-Mail:	Daphne.Cooper@tn.gov

Agency Chief Executive Signature & Date B. Haslam

Printed Name & Title Bill Haslam, Governor

Agency Name Governor's Office

Governor's Office
2012 Annual Contract Management Plan

Pursuant to TCA 12-4-109(d), the Governor's Office submits the following plan for effective contract management of the agency's single contract anticipated in 2012 with the Department of Finance and Administration.

1. **Staff positions and resources for contract management**. The general administrator will be the primary staff person assigned to contract management.
2. **Organization.** The Chief Administrative Officer supervises the general administrator.
3. **Contractor performance supervision**. The general administrator will review any requests for payment, assuring that contractor performance, progress and compliance are adequate. The Governor's Office confirms that contractor performance, progress and compliance are adequate before approval of any payments.

APPROVED:

Janet McGaha, Chief Administrative Officer

2-7-12
Date