

# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2014</b>
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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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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.

<b>Printed Name &amp; Title</b>	<b>Sample Signature with Initials</b> <i>sample of agency head's name as it will be signed &amp; initialed by the authorized individual named</i>
Ginna Winfree Assistant Director	E. Keith Bell by GW
Mark T. Hutchens Chief Law Enforcement Off.	E. Keith Bell by MTH

*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

E. Keith Bell 11-06-2013

Printed Name, Title & Agency

E. Keith Bell Director TABC

**Alcoholic Beverage Commission  
Annual Contract Management Plan  
For Calendar Year 2014**

**Service Contracting Coordinator:**

The Alcoholic Beverage Commission (TABC) has designated a Service Contracting Coordinator responsible for all service procurements, contracts and delegated authorities in accordance with Office of Contract Review Policy .02d. The Service Contracting Coordinator serves as the Commission's primary RFP Coordinator and is responsible for communicating with the Office of Contract Review, disseminating service contract information to appropriate Department staff, and coordinating with the TABC's Budget and Fiscal Officer regarding all procurement initiatives and contract compliance issues.

**Program Area Responsibilities:**

The TABC is responsible for defining its business requirements and needs with regard to personal, professional, or consulting service contracts and advising the Service Contracting Coordinator in order to initiate the appropriate procurement process. In consultation with the Service Contracting Coordinator, the TABC will notify the Budget and Fiscal Officer to determine if adequate funding is available and assist in the development of the appropriate contract, request or other documentation. **The TABC is responsible for assigning a project manager for new procurements, monitoring contract compliance under existing contracts on an on-going basis, and advising the Service Contracting Coordinator of any potential compliance issues to ensure an appropriate response as soon as they are identified. Project managers are responsible for ensuring that delivery terms milestones and/or milestones have been met in accordance with contract terms and conditions prior to approval of invoices prior to payment.**

**Fiscal Responsibilities**

The Budget and Fiscal Officer will review all proposed contracts to ensure that they comply with applicable budgetary and funding requirements. Upon submission of the contract by the Service Contracting Coordinator, the Budget and Fiscal Officer performs a final review to ensure usage of model language. The Budget and Fiscal Officer also monitors expenditures against each contract to ensure authorized staff has approved the payment, to ensure payments are made in accordance with the terms of the contract and to ensure maximum liability of the contract is not exceeded. The Budget and Fiscal Officer will also maintain a documentation file on each contract.

APPROVED BY:

  
Keith Bell, Executive Director

11-06-2013  
Date