

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

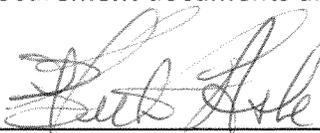
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Lance Howell Deputy Director	

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



Beth Ashe, Executive Director

Printed Name, Title & Agency TN Corrections Institute

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Carol White
Address:	Shared Services Solutions, TN Tower 21 st Flr, 312 Rosa L Parks Ave, Nashville, TN 37243
Telephone:	615-253-8914
E-Mail:	Carol.white@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title **Beth Ashe, Executive Director**

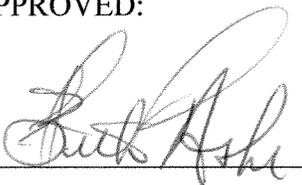
Agency Name **Tennessee Corrections Commission**

TENNESSEE CORRECTIONS INSTITUTE
2012 Annual Contract Management Plan

Pursuant to TCA 12-4-109(d), the Tennessee Corrections Institute submits the following plan for effective contract management of the agency's two contracts anticipated in 2012: one with Patsy Norman for board meeting minutes recording and transcription and the other with the Department of Finance and Administration Shared Services Solutions division.

1. **Staff positions and resources for contract management.** The fiscal director will be the primary staff person assigned to contract management.
2. **Shared Services Solutions** will provide contract document development and routing support in Edison.
3. **Organization.** The Executive Director supervises the fiscal director.
4. **Contractor performance supervision.** The fiscal director will review any requests for payment, assuring that contractor performance, progress and compliance are adequate. The Executive Director confirms that contractor performance, progress and compliance are adequate before approval of any payments.

APPROVED:



Beth Ashe, Executive Director



Date

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2011
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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 <u>authorized individual</u> named</i>
Lance Howell Deputy Director	Beth Ashe / BH

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



Beth Ashe, Executive Director
Printed Name, Title & Agency TN Corrections Institute

Service Contracts Coordinator Designation

Calendar Year of Designation:	2011
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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:

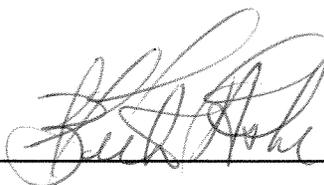
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As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Carol White
Address:	Shared Services Solutions, TN Tower 21 st Flr, 312 Rosa L Parks Ave, Nashville, TN 37243
Telephone:	615-253-8914
E-Mail:	Carol.white@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title **Beth Ashe, Executive Director**

Agency Name **Tennessee Corrections Commission**

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TENNESSEE CORRECTIONS INSTITUTE
2011 Annual Contract Management Plan

F & A
SHARED SERVICES SOLUTIONS

Pursuant to TCA 12-4-109(d), the Tennessee Corrections Institute submits the following plan for effective contract management of the agency's two contracts anticipated in 2012: one with Patsy Norman for board meeting minutes recording and transcription and the other with the Department of Finance and Administration Shared Services Solutions division.

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3. **Organization.** The Executive Director supervises the fiscal director.
4. **Contractor performance supervision.** The fiscal director will review any requests for payment, assuring that contractor performance, progress and compliance are adequate. The Executive Director confirms that contractor performance, progress and compliance are adequate before approval of any payments.

APPROVED:



Beth Ashe, Executive Director

12/13/11

Date