

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2015

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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

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 & Agency

Lois Riggins-Ezzell, Executive Director
Tennessee State Museum

Service Contracts Coordinator Designation

Calendar Year of Designation:	2015
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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Nancy Townsend
Address:	502 Deaderick Street, 9th Floor, Andrew Jackson, Nashville, TN 37243
Telephone:	615-741-2353
E-Mail:	nancy.townsend@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title **Lois Riggins Ezzell, Executive Director**

Agency Name **Tennessee State Museum**



THE TENNESSEE STATE MUSEUM
Fifth & Deaderick Street, Nashville, Tennessee 37243-1120
Phone 615-741-2692 / FAX 615-741-7231
www.tnmuseum.org

Contract Management Plan – CY 2015

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administration Rules, Chapter 0620-3-8, the Tennessee State Museum (TSM) establishes the following Contract Management Plan for the calendar year ending December 31, 2015.

1. **Staff positions and resources assigned to contract management:**

To successfully contract for services in accordance with Tennessee law, rules and regulations, TSM utilizes the services of several staff positions including the Executive Director, Director of Administration, Department heads for Collections; Exhibits; Exhibit Fabrication; Public Programs; and External Affairs; and the Administrative Services Assistant. In addition, the agency contracts with Ky Sycareune for the Goods and Service Procurement Contracts Coordinator role and Nancy Townsend for Budget Services and Centralized Accounting for Fiscal Services.

2. **Organization of staff and resources to contract management:**

- a. The Department head requesting the required contract service will give the information and justification to the Director of Administration.
- b. The Director of Administration and the Executive Director will review the request and approve or disapprove. If disapproved, the request will be returned to the Department head who initiated the request.
- c. If approved, the Director of Administration will forward the request to the Service Contract Coordinator, Ky Sycareune. The Service Contract Coordinator will facilitate preparation and submission for required approvals of the appropriate procurement method request and contract documents pursuant to state law, rules, policy and procedures.
- d. A fully executed electronic copy of each contract will be returned by the Service Contract Coordinator, Ky Sycareune to the Director of Administration for distribution to the contractor, to the requesting department head for appropriate supervision of contractor performance, progress and contract compliance and to the Administrative Services Assistant for preparation of the vendor contract file. The official contract copy of record will be in the Edison accounting system.

3. **Staff review and supervision of contractor performance, progress and contract compliance:**

The Executive Director and Director of Administration supervise the requesting Department Heads who are responsible for assuring that contractors meet the performance requirements in each contract, make adequate progress and comply with contract requirement. The Executive Director of Director of Administration reviews each invoice before payment to assure that services were performed and received.

Approval:
Tennessee State Museum


Lois Riggins-Ezzell, Executive Director


Date

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2014

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>
Mary Jan Crockett-Green, Director of Administration	

add rows to the schedule as necessary

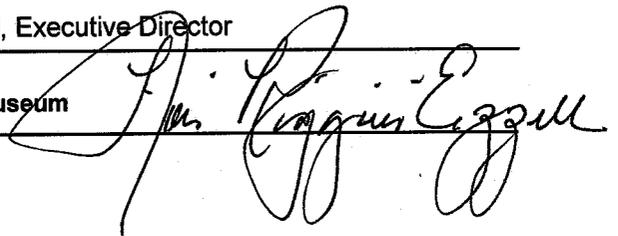
Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

Agency Chief Executive Signature & Date

Lois Riggins-Ezzell, Executive Director

Printed Name, Title & Agency

Tennessee State Museum



Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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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:

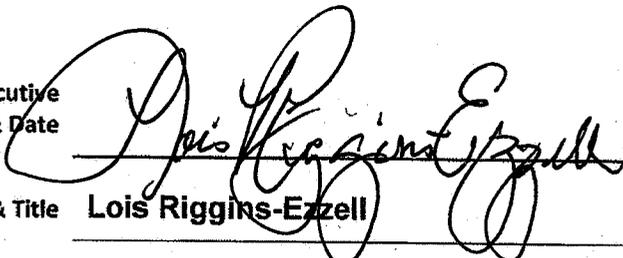
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	Nancy Townsend
Address:	Tennessee Towers, 18 th Floor, Rosa L. Parks Ave, Nashville, TN 37243
Telephone:	(615)741-2353
E-Mail:	Nancy.Townsend@tn.gov

Agency Chief Executive
Signature & Date

 10-15-2013

Printed Name & Title Lois Riggins-Ezell

Agency Name Tennessee State Museum



THE TENNESSEE STATE MUSEUM
Fifth & Deaderick Street, Nashville, Tennessee 37243-1120
Phone 615-741-2692 / FAX 615-741-7231
www.tnmuseum.org

Contract Management Plan – CY 2014

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administration Rules, Chapter 0620-3-8, the Tennessee State Museum (TSM) establishes the following Contract Management Plan for the calendar year ending December 31, 2014.

1. **Staff positions and resources assigned to contract management:**

To successfully contract for services in accordance with Tennessee law, rules and regulations, TSM utilized the services of several staff positions including the Executive Director, Director of Administration, Department heads for Collections; Exhibits; Exhibit Fabrication; public Programs; and External Affairs; and the Administrative services Assistant. In addition, the agency contracts with F&A Shared Services Solutions for the Service Contracts Coordinator role.

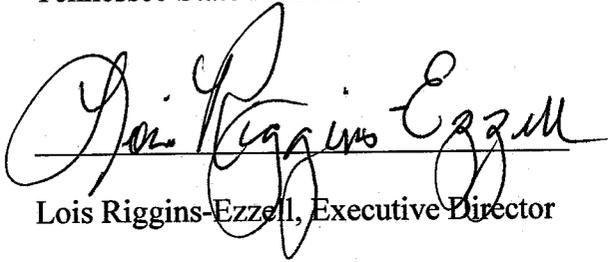
2. **Organization of staff and resources to contract management:**

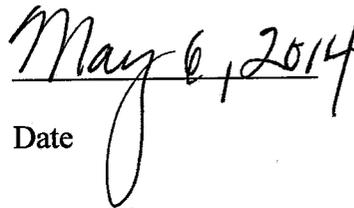
- a. The Department head requesting the required contract service will give the information and justification to the Director of Administration.
- b. The Director of Administration and the Executive Director will review the request and approve or disapprove. If disapproved, the request will be returned to the Department head who initiated the request.
- c. If approved, the Director of Administration will forward the request to the Service Contract Coordinator in the office of F&A shared Services Solutions. The Service Contract Coordinator will facilitate preparation and submission for required approvals of the appropriate procurement method request and contract documents pursuant to state law, rules, policy and procedures.
- d. A fully executed electronic copy of each contract will be returned by Shared Services Solution to the Director of Administration for distribution to the contractor, to the requesting department head for appropriate supervision of contractor performance, progress and contract compliance and to the Administrative Services Assistant for preparation of the vendor contract file. The official contract copy of record will be in the Edison accounting system.

3. **Staff review and supervision of contractor performance, progress and contract compliance:**

The Executive Director and Director of Administration supervise the requesting Department Heads who are responsible for assuring that contractors meet the performance requirements in each contract, make adequate progress and comply with contract requirement. The Executive Director of Director of Administration reviews each invoice before payment to assure that services were performed and received.

Approval:
Tennessee State Museum


Lois Riggins-Ezzell, Executive Director


Date

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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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:	Nancy Townsend
Address:	Tennessee Towers, 18 th Floor, Rosa L. Parks Ave, Nashville, TN 37243
Telephone:	(615)741-2353
E-Mail:	Nancy.Townsend@tn.gov

Agency Chief Executive
Signature & Date

Lois Riggins-Ezell 10-15-2013

Printed Name & Title

Lois Riggins-Ezell

Agency Name

Tennessee State Museum

Signature Certification & Authorization

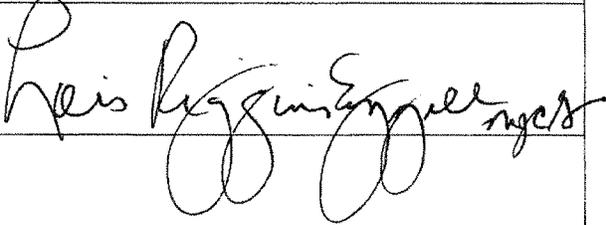
for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2013

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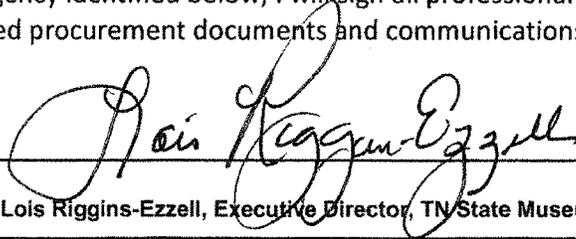
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Mary Jane Crockett-Green, Director of Administration	

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 & Agency

Lois Riggins-Ezzell, Executive Director, TN State Museum

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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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:

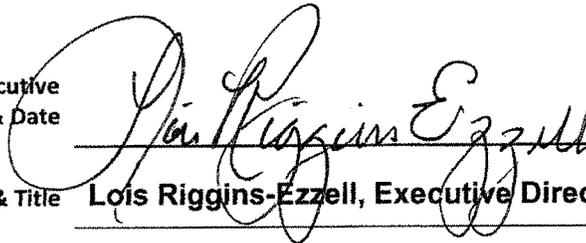
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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 26th 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 **Lois Riggins-Ezzell, Executive Director**

Agency Name **Tennessee State Museum**



THE TENNESSEE STATE MUSEUM
Fifth & Deaderick Street, Nashville, Tennessee 37243-1120
Phone 615-741-2692 / FAX 615-741-7231
www.tnmuseum.org

Contract Management Plan-CY 2013

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administration Rules, Chapter 0620-3-8, the Tennessee State Museum (TSM) establishes the following Contract Management Plan for the calendar year ending December 31, 2013.

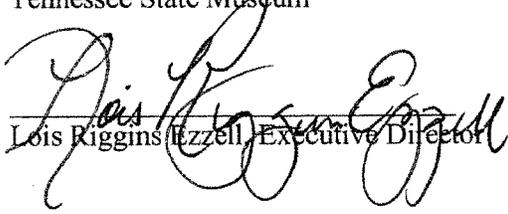
- 1. Staff positions and resources assigned to contract management:**

To successfully contract for services in accordance with Tennessee law, rules and regulations, TSM utilizes the services of several staff positions including the Executive Director, Director of Administration, Department Heads for Collections; Exhibits; Exhibit Fabrication; Public Programs; and External Affairs; and the Administrative Services Assistant. In addition, the agency contracts with F&A Shared Services Solutions for the Service Contracts Coordinator role.
- 2. Organization of staff and resources to contract management:**
 - a. The Department Head requesting the required contract service will give the information and justification to the Director of Administration.
 - b. The Director of Administration and the Executive Director will review the request and approve or disapprove. If disapproved, the request will be returned to the Department Head who initiated the request.
 - c. If approved, the Director of Administration will forward the request to the Service Contract Coordinator in the office of F&A Shared Services Solutions. The Service Contract Coordinator will facilitate preparation and submission for required approvals of the appropriate procurement method request and contract documents pursuant to state law, rules, policy and procedures.
 - d. A fully executed electronic copy of each contract will be returned by Shared Services Solutions to the Director of Administration for distribution to the contractor, to the requesting department head for appropriate supervision of contractor performance, progress and contract compliance and to the Administrative Services Assistant for preparation of the vendor contract file. The official contract copy of record will be in the Edison accounting system.
- 3. Staff review and supervision of contractor performance, progress and contract compliance:**

The Executive Director and Director of Administration supervise the requesting Department Heads who are responsible for assuring that contractors meet the performance requirements in each contract, make adequate progress and comply

with contract requirements. The Executive Director or Director of Administration reviews each invoice before payment to assure that services were performed and received.

Approval:
Tennessee State Museum


Lois Riggins Hazzell, Executive Director

11/8/2012
Date

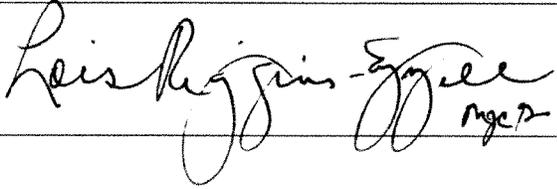
Signature Certification & Authorization

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.

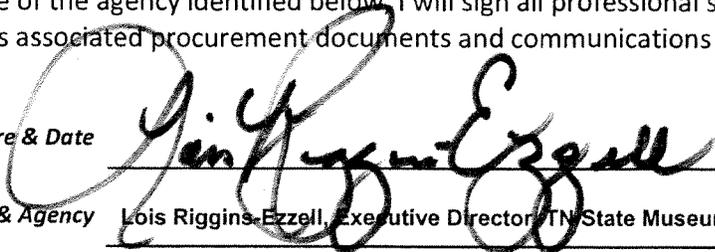
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Mary Jane Crockett-Green, Director of Administration	

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 & Agency Lois Riggins-Ezzell, Executive Director, TN State Museum

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:

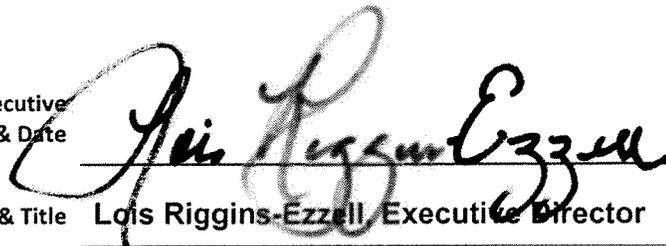
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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 Lois Riggins-Ezzell, Executive Director

Agency Name Tennessee State Museum



THE TENNESSEE STATE MUSEUM
Fifth & Deaderick Street, Nashville, Tennessee 37243-1120
Phone 615-741-2692 / FAX 615-741-7231
www.tnmuseum.org

Contract Management Plan-CY 2012

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administration Rules, Chapter 0620-3-8, the Tennessee State Museum (TSM) establishes the following Contract Management Plan for the calendar year ending December 31, 2012.

- 1. Staff positions and resources assigned to contract management:**

To successfully contract for services in accordance with Tennessee law, rules and regulations, TSM utilizes the services of several staff positions including the Executive Director, Director of Administration, Department Heads for Collections; Exhibits; Exhibit Fabrication; Public Programs; and External Affairs; and the Administrative Services Assistant. In addition, the agency contracts with F&A Shared Services Solutions for the Service Contracts Coordinator role.
- 2. Organization of staff and resources to contract management:**
 - a. The Department Head requesting the required contract service will give the information and justification to the Director of Administration.
 - b. The Director of Administration and the Executive Director will review the request and approve or disapprove. If disapproved, the request will be returned to the Department Head who initiated the request.
 - c. If approved, the Director of Administration will forward the request to the Service Contract Coordinator in the office of F&A Shared Services Solutions. The Service Contract Coordinator will facilitate preparation and submission for required approvals of the appropriate procurement method request and contract documents pursuant to state law, rules, policy and procedures.
 - d. A fully executed electronic copy of each contract will be returned by Shared Services Solutions to the Director of Administration for distribution to the contractor, to the requesting department head for appropriate supervision of contractor performance, progress and contract compliance and to the Administrative Services Assistant for preparation of the vendor contract file. The official contract copy of record will be in the Edison accounting system.
- 3. Staff review and supervision of contractor performance, progress and contract compliance:**

The Executive Director and Director of Administration supervise the requesting Department Heads who are responsible for assuring that contractors meet the performance requirements in each contract, make adequate progress and comply

with contract requirements. The Executive Director or Director of Administration reviews each invoice before payment to assure that services were performed and received.

Approval:
Tennessee State Museum


Lois Riggins Ezzell, Executive Director


Date

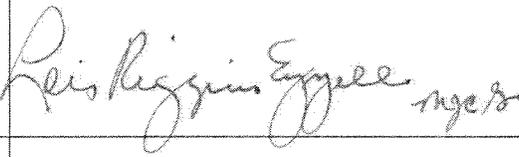
Signature Certification & Authorization

for purposes of professional service contract & supporting 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.

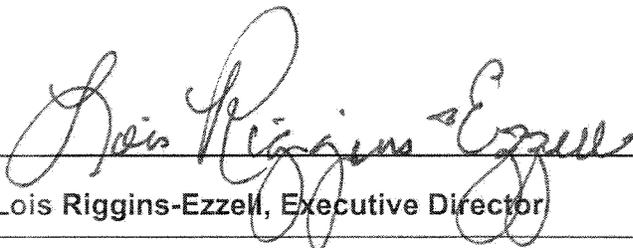
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Mary Jane Crockett-Green, Director of Administration	

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

Lois Riggins-Ezzell, Executive Director

Agency Name

Tennessee State Museum

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:

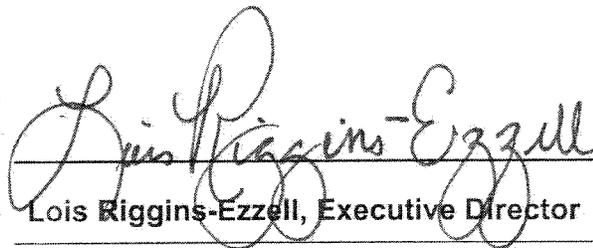
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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, Tennessee 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 Lois Riggins-Ezzell, Executive Director

Agency Name Tennessee State Museum



THE TENNESSEE STATE MUSEUM
Fifth & Deaderick Street, Nashville, Tennessee 37243-1120
Phone 615-741-2692 / FAX 615-741-7231
www.tnmuseum.org

Contract Management Plan-CY 2011

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administration Rules, Chapter 0620-3-8, the Tennessee State Museum (TSM) establishes the following Contract Management Plan for the calendar year ending December 31, 2011.

1. Staff positions and resources assigned to contract management:

To successfully contract for services in accordance with Tennessee law, rules and regulations, TSM utilizes the services of several staff positions including the Executive Director, Director of Administration, Department Heads for Collections; Exhibits; Exhibit Fabrication; Public Programs; and External Affairs; and the Administrative Services Assistant. In addition, the agency contracts with F&A Shared Services Solutions for the Service Contracts Coordinator role.

2. Organization of staff and resources to contract management:

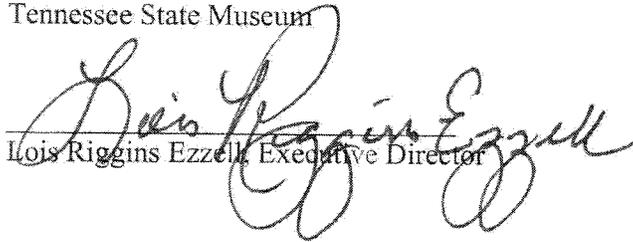
- a. The Department Head requesting the required contract service will give the information and justification to the Director of Administration.
- b. The Director of Administration and the Executive Director will review the request and approve or disapprove. If disapproved, the request will be returned to the Department Head who initiated the request.
- c. If approved, the Director of Administration will forward the request to the Service Contract Coordinator in the office of F&A Shared Services Solutions. The Service Contract Coordinator will facilitate preparation and submission for required approvals of the appropriate procurement method request and contract documents pursuant to state law, rules, policy and procedures.
- d. A fully executed electronic copy of each contract will be returned by Shared Services Solutions to the Director of Administration for distribution to the contractor, to the requesting department head for appropriate supervision of contractor performance, progress and contract compliance and to the Administrative Services Assistant for preparation of the vendor contract file. The official contract copy of record will be in the Edison accounting system.

3. Staff review and supervision of contractor performance, progress and contract compliance:

The Executive Director and Director of Administration supervise the requesting Department Heads who are responsible for assuring that contractors meet the performance requirements in each contract, make adequate progress and comply

with contract requirements. The Executive Director or Director of Administration reviews each invoice before payment to assure that services were performed and received.

Approval:
Tennessee State Museum


Lois Riggins Ezzell, Executive Director

1-20-2011
Date

SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:

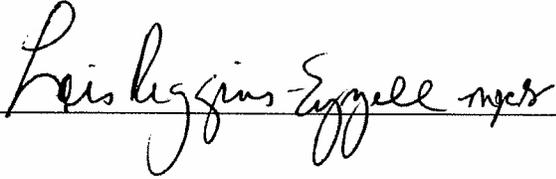
2010

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 <small>(sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named)</small>
Mary Jane Crockett-Green, Director of Administration	

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

AGENCY HEAD SIGNATURE & DATE:

Lois Riggins-Ezzell

PRINTED NAME & TITLE: Lois Riggins-Ezzell, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee State Museum Commission

OCR
DEC 28 2009
RECEIVED

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: Carol White

ADDRESS: Shared Services Solutions, TN Tower 21st Flr, 312 Rosa L. Parks Ave, Nashville, TN 37243

TELEPHONE: 615-253-8914

EMAIL: Carol.white@tn.gov

AGENCY HEAD SIGNATURE & DATE:



PRINTED NAME & TITLE: Lois Riggins-Ezzell, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee State Museum



THE TENNESSEE STATE MUSEUM
Fifth & Deaderick Street, Nashville, Tennessee 37243-1120
Phone 615-741-2692 / FAX 615-741-7231
www.tnmuseum.org

Contract Management Plan-CY 2010

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administration Rules, Chapter 0620-3-8, the Tennessee State Museum (TSM) establishes the following Contract Management Plan for the calendar year ending December 31, 2010.

1. Staff positions and resources assigned to contract management:

To successfully contract for services in accordance with Tennessee law, rules and regulations, TSM utilizes the services of several staff positions including the Executive Director, Director of Administration, Department Heads for Collections; Exhibits; Exhibit Fabrication; Public Programs; and External Affairs; and the Account Technician 2. In addition, the agency contracts with F&A Shared Services Solutions for the Service Contracts Coordinator role.

2. Organization of staff and resources to contract management:

The TSM will use state money allotted to the museum in object code 083.

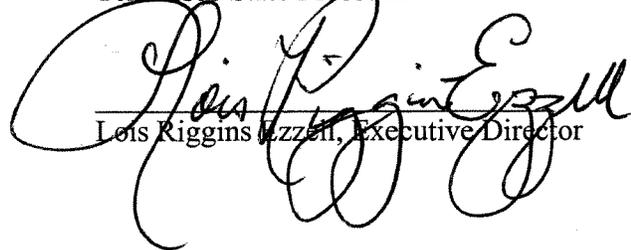
- a. The Department Head requesting the required contract service will give the information and justification to the Director of Administration.
- b. The Director of Administration and the Executive Director will review the request and approve or disapprove. If disapproved, the request will be returned to the Department Head who initiated the request.
- c. If approved, the Director of Administration will forward the request to the Service Contract Coordinator in the office of F&A Shared Services Solutions. The Service Contract Coordinator will facilitate preparation and submission for required approvals of the appropriate procurement method request and contract documents pursuant to state law, rules, policy and procedures.
- d. A fully executed electronic copy of each contract will be returned by Shared Services Solutions to the Director of Administration for distribution to the contractor, to the requesting department head for appropriate supervision of contractor performance, progress and contract compliance and to the Account Tech 2 for preparation of the vendor contract file. The official contract copy of record will be in the Edison accounting system.

3. Staff review and supervision of contractor performance, progress and contract compliance:

The Executive Director and Director of Administration supervise the requesting Department Heads who are responsible for assuring that contractors meet the

performance requirements in each contract, make adequate progress and comply with contract requirements. The Executive Director or Director of Administration reviews each invoice before payment to assure that services were performed and received.

Approval:
Tennessee State Museum



Lois Riggins Ezzell, Executive Director

Dec 21, 09
Date