

Signature Certification and Authorization

Complete the text fields and follow, replace, or otherwise address red instructional text as indicated.

State Agency	TN Wildlife Resources Agency
Calendar year of certification and authorization	2015

This signature certification and authorization document supersedes all prior signature and certification documents of the State Agency identified above. This document shall be effective immediately and remain in effect for the calendar year above unless superseded by a new document of this type properly filed with the Central Procurement Office.

The following individuals are authorized to sign procurement documents on my behalf.

Printed name and title	Sample signature with initials Sample of State Agency head's name as it will be signed and initialed by the authorized individual names
Barry Summers, Assistant Executive Director	
Bobby Wilson, Assistant Executive Director	
Lisa Crawford, Legal Assistant/Services Procurement Coordinator	
Fred Egger, Administrative Assistant/Procurement Administrator (Commodities)	

The following individuals are authorized to sign the Central Procurement Office's formal request documents, e.g., Contract Termination Request, Rule Exception Request, Special Contract Request, in their own capacity using a "wet" signature, digital signature, or other electronic approval.

Printed name and title	Sample signature
Barry Summers, Assistant Executive Director	
Bobby Wilson, Assistant Executive Director	
Lisa Crawford, Legal Assistant/Services Procurement Coordinator	
Fred Egger, Administrative Assistant/Procurement Administrator (Commodities)	

Further, as the head of the State Agency identified above, I will sign all procurement documents in the following manner:

State Agency head's signature and date

Ed Carter 8/26/15

State Agency head's printed name

Ed Carter, Executive Director



TENNESSEE WILDLIFE RESOURCES AGENCY

ELLINGTON AGRICULTURAL CENTER
P. O. BOX 40747
NASHVILLE, TENNESSEE 37204

December 1, 2014

*Charles Key
741-1433*

Kaci Stewart
Central Procurement Office
Office of Contracts Review
Wm. R. Snodgrass TN Tower, 3rd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102

RE: Contract Management Plan

Dear Ms. Stewart:

I have enclosed the approved contract management plan for the Tennessee Wildlife Resources Agency for the upcoming calendar year. The plan meets the requirements of F&A Rule 0620-3-8-.04.

Sincerely yours,

Ed Carter
Executive Director

enclosure

/lc

The State of Tennessee

AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER

Tennessee Wildlife Resources Agency
Contract Management Plan

January 1, 2015 – December 31, 2015

Standard Review and Supervision of Contract Performance, Progress and Contract Compliance

TWRA will employ several tools for reviewing contractor compliance due to the varying nature of the agency's contracts. Contract administrators will maintain telephone contact with vendors and review progress reports. When feasible, random site inspections will be made. Contract administrators will maintain a log of all contact with the vendor during the duration of the contract.

In compliance with Executive Order #41, illegal immigrant attestation forms for contracts with non-governmental entities will be renewed on a semi-annual basis.

Final invoices will not be processed until the final report is received from the contractor and has been reviewed and approved by the contract administrator.

Approved:



Ed Carter, Executive Director



Date

Tennessee Wildlife Resources Agency
Contract Management Plan
January 1, 2015 - December 31, 2015

