

BILL HASLAM  
GOVERNOR



DERRICK D. SCHOFIELD  
COMMISSIONER

STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
SIXTH FLOOR, RACHEL JACKSON BUILDING  
320 SIXTH AVENUE NORTH  
NASHVILLE, TENNESSEE 37243-0465  
OFFICE (615) 253-8139 • FAX (615) 532-8281

February 27, 2015

Commissioner Robert Oglesby  
Department of General Services  
William R. Snodgrass Tennessee Tower, 22<sup>nd</sup> Floor  
312 Rosa L. Parks Boulevard  
Nashville TN 37243

Dear Commissioner Oglesby:

Enclosed is the Contract Management Plan of the Tennessee Department of Correction for Calendar Year 2015. The plan was prepared to comply with Rule 0690-03-01-.27(3). I have approved the plan accordingly.

If you have any questions or need additional information, please contact Priscilla Wainwright at (615) 253-5571.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. D. Schofield", written over a horizontal line.

Derrick D. Schofield

DDS:PW  
Enclosure



**STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION**



**CONTRACT MANAGEMENT PLAN  
CALENDAR YEAR 2015**

Pursuant to Rule 0690-03-01-.27(3), the Tennessee Department of Correction (TDOC) has developed this Contract Management Plan for Calendar Year 2015. The Plan is intended to address the fundamentals of service contract management in the Department of Correction.

**Service Procurement**

The Contract Administration Section is composed of two Correctional Program Directors, and one (1) Administrative Services Assistant. The section is responsible for development and processing of service procurement documents (requests for proposals [RFP], contracts, contract amendments, etc.), in compliance with applicable laws and regulations. The director serves as one of two points of contact with the Department of General Services, Central Procurement Office, and is the department's designated RFP coordinator. The director reports to the Chief Financial Officer.

When a need for a particular service is identified by central office or institutional personnel, a request is made to the Director of Contract Administration to initiate the service procurement process. The director consults with the requesting division and departmental executives to confirm that the services are in fact needed, that the services cannot be satisfactorily or efficiently performed by employees of the State of Tennessee, and that sufficient funding is appropriated and available.

The contract administration section then works with the requesting division (or institution) to develop a sufficiently detailed scope of service description and determine the best procurement method to achieve the department's objectives. The requesting division will provide adequate justification for any method other than a request for proposals. The requesting division will participate in the development of a request for proposals by providing requested information relevant to the project schedule, evaluation criteria, cost evaluation model, and potential contractors. Procurement documents may also be reviewed by the department's executives, legal counsel, and contract monitors.

The contract administration section will then proceed with the service procurement, contract execution, and contract processing. Upon execution, electronic copies of contracts are distributed to the contractor, the requesting division, affected wardens, and contract monitors. Wardens and central office directors are responsible for appropriate distribution to their staffs. An electronic copy stamped by Central Procurement is maintained on file in the contract administration section.

**Contract Monitoring**

The Department of Correction monitors service contracts in accordance with TDOC Policy 205.02, "Contract Monitoring" (copy attached). Monitoring is conducted in several ways, depending on the type of service.

**Prison Management Contracts** — Each privately managed institution is continuously monitored by a full-time, on-site correctional program support coordinator, who reports to the Deputy Commissioner. In addition to contract compliance and accountability, the monitoring process for privately managed institutions includes extensive monitoring of the contractor's adherence to applicable Department of Correction Policies and Procedures, which are incorporated into the contract by reference. Contract monitors submit regular compliance reports to the Deputy Commissioner and may, at any time, communicate a concern to the institution's warden, requesting immediate compliance. Furthermore, privately managed institutions are subject to annual inspection by the department's Compliance Section to determine compliance with departmental policies and procedures. Inspection teams are generally composed of two (2) corrections program managers, reporting to the Director of Compliance, internal auditors, and a variety of staff from central office and other institutions.

Finally, *Tennessee Code Annotated* §41-24-105 requires objective measurement of performance and cost criteria at South Central Correctional Center and comparison with the performance and cost of state managed institutions prior to the exercise of any renewal option. The comparison shall be conducted by the Select Oversight Committee on Corrections and the Fiscal Review Committee of the Tennessee General Assembly

**Medical and Mental Health Contracts** — Medical and mental health services contracts are monitored by four (4) correctional program support coordinators. Three (3) are focused on medical service contracts and report to the Deputy Commissioner. Monitoring is conducted in accordance with the department's Health Service Monitoring Guidelines, incorporated into the contract by reference, and includes site visits as well as desk review of health services records and reports. The mental health contract monitor reports to Deputy Commissioner and evaluates the contractor's performance against specific measures set out in the contract.

**Other Contracts** — Other contracts not included in the foregoing categories are monitored on a regular basis by a correctional program support coordinator who reports to the Deputy Commissioner. Such contracts include substance abuse treatment, reentry counseling and case management, and interstate transportation of inmates. Monitoring instruments are developed for each contract to gauge completion of the scope of services, compliance with other contract terms and conditions, adherence to applicable TDOC Policies and Procedures, and achievement of departmental objectives.

**Contractor Performance Assessment** — In addition to the contract monitoring described above, each service contractor is subject to semi-annual performance assessment at the institutional level. The warden of each correctional facility is required to submit a Contractor Performance Assessment on a standard form as of June 30 and December 31 of each year. The performance assessment is generally completed by personnel in the affected program area and is reviewed and signed by the institution's fiscal officer and the warden and submitted to the Director of Contract Administration. Contracts for services not provided within institutions

are completed by the responsible central office director. The Director of Contract Administration reviews the assessments and submits a summary of any reported problems to the Deputy Commissioner.

# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2015</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 <u>authorized individual</u> named</i>
Emily Gibson, Deputy Commissioner, Administration	
Chuck Taylor, Chief of Staff	

*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**

 2-27-2015

**Printed Name, Title & Agency**

Derrick D. Schofield, Commissioner, Department of Correction

## 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:	Priscilla Wainwright
Address:	320 Sixth Avenue North, Nashville TN 37243
Telephone:	(615) 253-5571
E-Mail:	Priscilla.wainwright@tn.gov

Agency Chief Executive  
Signature & Date

 2-27-2015

Printed Name & Title

**Derrick D. Schofield, Commissioner**

Agency Name

**Department of Correction**

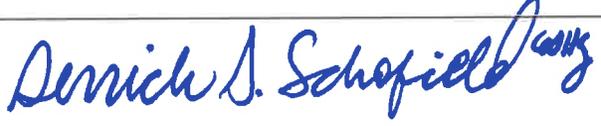
# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2014</b>
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<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 <u>authorized individual</u> named</i>
Chuck Taylor, Chief of Staff	
Emily Gibson, Deputy Commissioner 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**

 5-5-2014

**Printed Name, Title & Agency**

Derrick D. Schofield, Commissioner, Department of Correction

## Service Contracts Coordinator Designation

<b>Calendar Year of Designation:</b>	<b>2014</b>
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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.

<b>Name:</b>	Priscilla E. Wainwright
<b>Address:</b>	320 Sixth Avenue North, Nashville TN 37243
<b>Telephone:</b>	(615) 253-5571
<b>E-Mail:</b>	Priscilla.Wainwright@tn.gov

**Agency Chief Executive  
Signature & Date**



5-5-2014

**Printed Name & Title** Derrick D. Schofield, Commissioner

**Agency Name** Tennessee Department of Correction

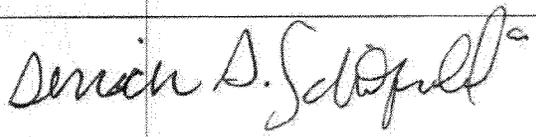
# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	2012
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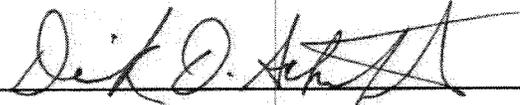
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

<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 <u>authorized individual</u> named</i>
Chuck Taylor Chief of Staff	
Emily Gibson Fiscal 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**

 8-20-2012

**Printed Name, Title & Agency**

Derrick D. Schofield, Commissioner

Correction

329

(rev. 8/20/12)



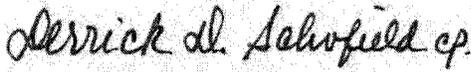
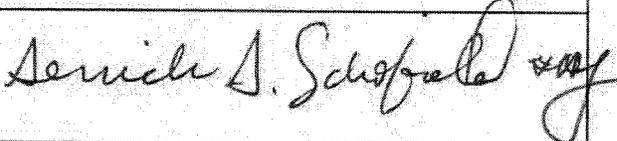
# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2012</b>
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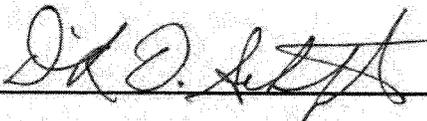
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<b>Printed Name &amp; Title</b>	<b>Sample Signature with Initials</b> <i>sample of agency head's name as it will be signed &amp; initialed by the <u>authorized individual</u> named</i>
<b>Catherine Posey</b> Deputy Commissioner & Chief of Staff	
<b>Emily Gibson</b> Fiscal 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**

 12-22-2011

**Printed Name, Title & Agency** Derrick D. Schofield, Commissioner

**Correction** 329

## Service Contracts Coordinator Designation

Calendar Year of Designation:

**2012**

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:

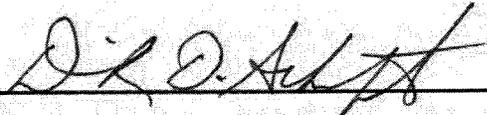
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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.

<b>Name:</b>	William M. Anderson
<b>Address:</b>	Department of Correction, Rachael Jackson Building - 3 <sup>rd</sup> Floor, 320 6 <sup>th</sup> Avenue North Nashville, TN 37243-0465
<b>Telephone:</b>	615) 253-8104
<b>E-Mail:</b>	william.m.anderson@tn.gov

Agency Chief Executive  
Signature & Date

 12-22-2011

Printed Name & Title: Derrick D. Schofield, Commissioner

Agency Name: Correction 329

BILL HASLAM  
GOVERNOR



DERRICK D. SCHOFIELD  
COMMISSIONER

STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
SIXTH FLOOR, RACHEL JACKSON BUILDING  
320 SIXTH AVENUE NORTH  
NASHVILLE, TENNESSEE 37243-0465  
OFFICE (615) 741-1000 • FAX (615) 532-8281

December 22, 2011

Commissioner Mark A. Emkes  
Department of Finance and Administration  
VIA: Office of Contracts Review  
12th Floor  
William R. Snodgrass Tennessee Tower  
Nashville, TN 37243

Dear Commissioner Emkes:

Enclosed is the Contract Management Plan of the Tennessee Department of Correction for Calendar Year 2012. The plan was prepared to comply with *Tennessee Code Annotated* §12-4-109(d) and Chapter 0620-3-8 of the Rules of the Department of Finance and Administration. I have approved the plan accordingly.

If you have questions or need additional information, please contact William Anderson at (615) 253-8104.

Sincerely,

Derrick D. Schofield

DDS:WMA  
Enclosure



**STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
CONTRACT MANAGEMENT PLAN  
CALENDAR YEAR 2012**



Pursuant to *Tennessee Code Annotated* §12-4-109(d) and Chapter 0620-3-8 of the Rules of the Department of Finance and Administration, the Tennessee Department of Correction (TDOC) has developed this Contract Management Plan for Calendar Year 2012. The Plan is intended to address the fundamentals of service contract management in the Department of Correction.

### **Service Procurement**

Contracts Administration is composed of a Correctional Program Director and two (2) Administrative Services Assistants. The section is responsible for development and processing of service procurement documents (requests for proposals [RFP], contracts, contract amendments, etc.), in compliance with applicable laws and regulations. The director serves as a single point of contact with the Department of Finance and Administration, Office of Contracts Review, and is the department's designated RFP coordinator. The director reports to the Assistant Commissioner of Administrative Services.

When a need for a particular service is identified by central office or institutional personnel, a request is made to the Director of Contract Administration to initiate the service procurement process. The director consults with the requesting division and departmental executives to confirm that the services are in fact needed, that the services cannot be satisfactorily or efficiently performed by employees of the State of Tennessee, and that sufficient funding is appropriated and available.

Contracts Administration then works with the requesting division (or institution) to develop a sufficiently detailed scope of service description and determine the best procurement method to achieve the department's objectives. The requesting division will provide adequate justification for any method other than a request for proposals. The requesting division will participate in the development of a request for proposals by providing requested information relevant to the project schedule, evaluation criteria, cost evaluation model, and potential contractors. Procurement documents may also be reviewed by the department's executives, legal counsel, and contract monitors.

Contracts Administration will then proceed with the service procurement, contract execution, and contract processing. Upon execution, copies of contracts are distributed to the contractor, the requesting division, affected wardens, and contract monitors. Wardens and central office directors are responsible for appropriate distribution to their staffs. An original is maintained on file in Contracts Administration.

### **Contract Monitoring**

The Department of Correction monitors service contracts in accordance with TDOC Policy 205.02, "Contract Monitoring." Monitoring is conducted in several ways, depending on the type of service.

**Prison Management Contracts** — Each privately managed institution is continuously monitored by a full-time, on-site correctional program support coordinator, who reports to the Deputy Commissioner. In addition to contract compliance and accountability, the monitoring process for privately managed institutions includes extensive monitoring of the contractor's adherence to applicable Department of Correction Policies and Procedures, which are incorporated into the contract by reference. Contract monitors submit regular compliance reports to the Deputy Commissioner and may, at any time, communicate a concern to the institution's warden, requesting immediate compliance. Furthermore, privately managed institutions are subject to annual inspection by the department's Compliance section to determine compliance with departmental policies and procedures. Inspection teams are generally composed of two (2) corrections program managers, reporting to the Director of Compliance, internal auditors, and a variety of staff from central office and other institutions.

Finally, *Tennessee Code Annotated* §41-24-105 requires objective measurement of performance and cost criteria at South Central Correctional Center and comparison with the performance and cost of state managed institutions prior to the exercise of any renewal option. The comparison shall be conducted by the Select Oversight Committee on Corrections and the Fiscal Review Committee of the Tennessee General Assembly

**Medical and Mental Health Contracts** — Medical and mental health services contracts are monitored by four (4) correctional program support coordinators. Three (3) are focused on medical service contracts and report to the Deputy Commissioner. Monitoring is conducted in accordance with the department's Health Service Monitoring Guidelines, incorporated into the contract by reference, and includes site visits as well as desk review of health services records and reports. The mental health contract monitor reports to Deputy Commissioner and evaluates the contractor's performance against specific measures set out in the contract.

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**Contractor Performance Assessment** — In addition to the contract monitoring described above, each service contractor is subject to semiannual performance assessment at the institutional level. The warden of each correctional facility is required to submit a Contractor Performance Assessment on a standard form as of June 30 and December 31 of each year. The performance assessment is generally completed by personnel in the affected program area and is reviewed and signed by the institution's fiscal officer and the warden and submitted to the Director of Contract Administration. Contracts for services not provided within institutions are completed by the responsible central office director. The Director of Contract Administration will review the assessments and submit a summary of any reported problems annually to the Deputy Commissioner.

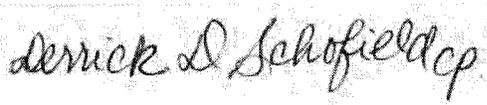
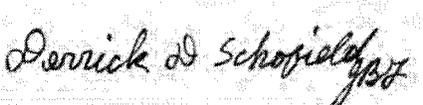
## Signature Certification & Authorization

for purposes of professional service contract & supporting documents

Calendar Year of Certification & Authorization(s)	2011
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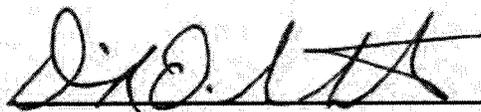
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Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed &amp; initialed by the authorized individual named</i>
Catherine Posey Deputy Commissioner	
Joey Gallaher Acting Assistant Commissioner, Administrative Services	

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

 -2-16-2011

Printed Name & Title Derrick D. Schofield, Commissioner

Agency Name Correction 329

## Service Contracts Coordinator Designation

<b>Calendar Year of Designation:</b>	2011
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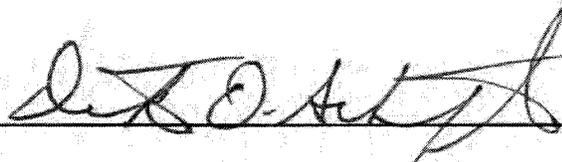
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<b>Name:</b>	William M. Anderson
<b>Address:</b>	Department of Correction, Rachael Jackson Building - 3 <sup>rd</sup> Floor, 320 6 <sup>th</sup> Avenue North Nashville, TN 37243-0465
<b>Telephone:</b>	615) 253-8104
<b>E-Mail:</b>	william.m.anderson@tn.gov

**Agency Chief Executive  
Signature & Date**



**Printed Name & Title** Derrick D. Schofield, Commissioner

**Agency Name** Correction 329

BILL HASLAM  
GOVERNOR



DERRICK SCHOFIELD  
COMMISSIONER

STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
SIXTH FLOOR, RACHEL JACKSON BUILDING  
320 SIXTH AVENUE NORTH  
NASHVILLE, TENNESSEE 37243-0465  
OFFICE (615) 741-1000 • FAX (615) 532-8281

January 18, 2011

Commissioner Mark Emkes  
Department of Finance and Administration  
VIA: Office of Contracts Review  
William R. Snodgrass Tennessee Tower, 12th Floor  
Nashville, TN 37243

Dear Commissioner Emkes:

Enclosed is the Contract Management Plan of the Tennessee Department of Correction for Calendar Year 2011. The plan was prepared to comply with Tennessee Code Annotated §12-4-109(d) and Chapter 0620-3-8 of the *Rules* of the Department of Finance and Administration. I have approved the plan accordingly.

If you have questions or need additional information, please contact me or William Anderson, Director of Contracts Administration, at 253-8104.

Sincerely,

A handwritten signature in black ink, appearing to read "Derrick D. Schofield".

Derrick D. Schofield

DDS:WA  
Enclosure



**STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
CONTRACT MANAGEMENT PLAN  
CALENDAR YEAR 2011**



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Finally, *Tennessee Code Annotated* §41-24-105 requires objective measurement of performance and cost criteria at South Central Correctional Center and comparison with the performance and cost of state managed institutions prior to the exercise of any renewal option. The comparison shall be conducted by the Select Oversight Committee on Corrections and the Fiscal Review Committee of the Tennessee General Assembly

**Medical and Mental Health Contracts** — Medical and mental health services contracts are monitored by four (4) correctional program support coordinators. Three (3) are focused on medical service contracts and report to the Deputy Commissioner. Monitoring is conducted in accordance with the department's Health Service Monitoring Guidelines, incorporated into the contract by reference, and includes site visits as well as desk review of health services records and reports. The mental health contract monitor reports to Deputy Commissioner and evaluates the contractor's performance against specific measures set out in the contract.

**Other Contracts** — Other contracts not included in the foregoing categories are monitored on a regular basis by a correctional program support coordinator who reports to the Deputy Commissioner. Such contracts include substance abuse treatment, reentry counseling and case management, and interstate transportation of inmates. Monitoring instruments are developed for each contract to gauge completion of the scope of services, compliance with other contract terms and conditions, adherence to applicable TDOC Policies and Procedures, and achievement of departmental objectives.

**Contractor Performance Assessment** — In addition to the contract monitoring described above, each service contractor is subject to semiannual performance assessment at the institutional level. The warden of each correctional facility is required to submit a Contractor Performance Assessment on a standard form as of June 30 and December 31 of each year. The performance assessment is generally completed by personnel in the affected program area and is reviewed and signed by the institution's fiscal officer and the warden and submitted to the Director of Contract Administration. Contracts for services not provided within institutions are completed by the responsible central office director. The Director of Contract Administration reviews the assessments and submits a summary of any reported problems to the Deputy Commissioner.

## Signature Certification & Authorization

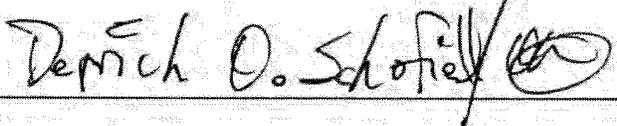
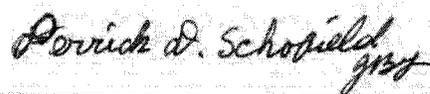
for purposes of professional service contract & supporting documents

Calendar Year of Certification & Authorization(s)

**VOID**

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.

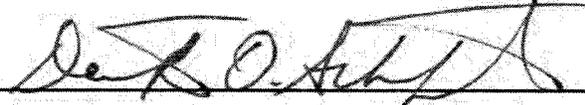
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed &amp; initialed by the <u>authorized individual</u> named</i>
David G. Mills Deputy Commissioner	
Catherine Posey Assistant Commissioner, Administrative Services	
Joey Gallaher Director of Budget and Fiscal	

*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

 1-18-2011

Printed Name & Title **Derrick D. Schofield, Commissioner**

Agency Name **Correction** **329**

# SIGNATURE CERTIFICATION & AUTHORIZATION

**CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:** 2010

**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 &amp; initialed by the <u>authorized individual</u> named)</small>
Catherine Posey Assistant Commissioner, Administrative Services	<i>Gayle Ray op.</i>
Joey Gallaher Director of Budget and Fiscal	<i>Gayle Ray jgs</i>

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

**AGENCY HEAD SIGNATURE & DATE:** *Gayle Ray* 1/1/10

**PRINTED NAME & TITLE:** Gayle Ray, Commissioner

**DEPARTMENT OR AGENCY NAME:** Correction 329

OCR

DEC 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:** William M. Anderson

**ADDRESS:** Department of Correction, Rachael Jackson Building - 3<sup>rd</sup> Floor, 320 6<sup>th</sup> Avenue North  
Nashville, TN 37243-0465

**TELEPHONE:** 615) 253-8104

**EMAIL:** william.m.anderson@tn.gov

**AGENCY HEAD SIGNATURE & DATE:**

*Gayle Ray* 1/1/10

**PRINTED NAME & TITLE:** Gayle Ray, Commissioner

**DEPARTMENT OR AGENCY NAME:** Correction 329

# ALTERNATE RFP COORDINATOR DESIGNATIONS

**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 that, because the experience, influence, and consistency of *RFP Coordinators* are factors critical to successful RFP processes, an agency head should designate no more than three (3) alternate *RFP Coordinators*. I further understand that *RFP Coordinators* have, at minimum, the following responsibilities:

- supporting program staff in drafting RFPs;
- managing RFP processes;
- instructing the Proposal Evaluation Teams about the RFP process, terms of the subject RFP, and the evaluation process detailed in the RFP so that team members understand the RFP process and their responsibilities in it;
- overseeing the review of technical proposals for responsiveness to requirements;
- coordinating any consultations and financial reviews;
- managing proposal evaluation processes;
- overseeing cost proposal and total proposal score calculations; and
- maintaining procurement files during RFP processes.

I hereby designate the following individuals as alternate *RFP Coordinators* for my agency.

**NAME:** William M. Anderson

**TELEPHONE:** (615) 253-8104

**EMAIL:** william.m.anderson@tn.gov

**NAME:** Lorraine Rea

**TELEPHONE:** (615) 253-8105

**EMAIL:** Lorraine.Rea@tn.gov

**NAME:** Catherine Posey

**TELEPHONE:** (615) 253-8094

**EMAIL:** catherine.posey@tn.gov

**AGENCY HEAD SIGNATURE & DATE:**

*Gayle Ray*

1/1/10

**PRINTED NAME & TITLE:** Gayle Ray, Commissioner

**DEPARTMENT OR AGENCY NAME:** Correction

329

PHIL BREDESEN  
GOVERNOR



GAYLE RAY  
COMMISSIONER

STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION  
SIXTH FLOOR, RACHEL JACKSON BUILDING  
320 SIXTH AVENUE NORTH  
NASHVILLE, TENNESSEE 37243-0465  
Office (615) 741-1000 • FAX (615) 532-8281

December 30, 2009

The Honorable M. D. Goetz, Jr.  
Department of Finance and Administration  
VIA: Office of Contracts Review  
William R. Snodgrass Tennessee Tower, 12th Floor  
Nashville, TN 37243

Dear Commissioner Goetz:

Enclosed is the Contract Management Plan of the Tennessee Department of Correction for Calendar Year 2010. The plan was prepared to comply with Tennessee Code Annotated §12-4-109(d) and Chapter 0620-3-8 of the Rules of the Department of Finance and Administration. I have approved the plan accordingly.

If you have questions or need additional information, please contact William Anderson.

Sincerely,

A handwritten signature in cursive script that reads "Gayle Ray".

Gayle Ray

GR:LR  
Enclosure



**STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION**



**CONTRACT MANAGEMENT PLAN  
CALENDAR YEAR 2010**

Pursuant to *Tennessee Code Annotated* §12-4-109(d) and Chapter 0620-3-8 of the Rules of the Department of Finance and Administration, the Tennessee Department of Correction (TDOC) has developed this Contract Management Plan for Calendar Year 2010. The Plan is intended to address the fundamentals of service contract management in the Department of Correction.

**Service Procurement**

Contracts Administration is composed of a Correctional Program Director and two (2) Administrative Services Assistants. The section is responsible for development and processing of service procurement documents (requests for proposals [RFP], contracts, contract amendments, etc.), in compliance with applicable laws and regulations. The director serves as a single point of contact with the Department of Finance and Administration, Office of Contracts Review, and is the department's designated RFP coordinator. The director reports to the Assistant Commissioner of Administrative Services.

When a need for a particular service is identified by central office or institutional personnel, a request is made to the Director of Contract Administration to initiate the service procurement process. The director consults with the requesting division and departmental executives to confirm that the services are in fact needed, that the services cannot be satisfactorily or efficiently performed by employees of the State of Tennessee, and that sufficient funding is appropriated and available.

Contracts Administration then works with the requesting division (or institution) to develop a sufficiently detailed scope of service description and determine the best procurement method to achieve the department's objectives. The requesting division will provide adequate justification for any method other than a request for proposals. The requesting division will participate in the development of a request for proposals by providing requested information relevant to the project schedule, evaluation criteria, cost evaluation model, and potential contractors. Procurement documents may also be reviewed by the department's executives, legal counsel, and contract monitors.

Contracts Administration will then proceed with the service procurement, contract execution, and contract processing. Upon execution, copies of contracts are distributed to the contractor, the requesting division, affected wardens, and contract monitors. Wardens and central office directors are responsible for appropriate distribution to their staffs. An original is maintained on file in Contracts Administration.

**Contract Monitoring**

The Department of Correction monitors service contracts in accordance with TDOC Policy 205.02, "Contract Monitoring." Monitoring is conducted in several ways, depending on the type of service.