



Department of Economic and Community Development

Randy Boyd
Commissioner

Bill Haslam
Governor

Contract Management Plan For Calendar Year 2015

Department of Economic and Community Development

1. The requesting division will communicate specific contract needs to Budget and Fiscal Division to obtain technical assistance and in an effort to determine and ensure availability of funds. The Budget and Fiscal Division will also confirm that funds for the contract have been approved by the agency head.
2. Once availability of funds and approval of services to be contracted has been established, requesting division staff will compile all information necessary for the contract on the applicable contract information form (designed by ECD's Contracts unit) or contact Contracts Director or Contract Specialist directly.
3. Once necessary information is compiled, division staff will forward completed contract info sheet or, in the alternative, send an email to contract specialist with necessary information.
4. Contracts director or contract specialist will proceed with drafting contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures. Contract specialist will send drafted contract to program staff for inclusion of other documents (letters, ACH, W-9, etc.) and contract will be e-mailed to grantee/contractor by contract specialist or program staff, depending upon the specific contract involved.
5. In cases where the Legal Division initiates a contract on behalf of agency head or division director, they shall also confer with Budget and Fiscal Division to ensure availability of funds and approval of services to be procured by agency head. After this is established, necessary information will be obtained to draft adequate scope of services, determine any requisite program guidelines, and determine details of milestones, etc. The Legal Division will then draft the contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures.
6. Once contract drafted by contract specialist or legal division has been signed by grantee/contractor and returned to ECD, the signature of the Commissioner (or designee) will be obtained and contract will be forwarded to contract specialist for completion of summary sheet and to obtain signature of Budget Director. Once complete, contract specialist will enter contract into the Edison system for approval. All information received with signed contract that is necessary for payment (ACH, W-9, etc.) will be forwarded to Fiscal Division so that it may be verified with F&A Accounts division. Contract specialist will be responsible for assigning RFS numbers as well as ensuring all contract attachments are entered into Edison with appropriate contract.



Department of Economic and Community Development

Randy Boyd
Commissioner

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Governor

7. In regards to request for payments of contracts, the Budget and Fiscal division will handle all requests in Edison upon receipt of proper documentation and review of such documentation by program staff and Budget and Fiscal Division staff.
8. The requesting division has the responsibility to determine that vendors are in compliance with the contract terms for those contracts within their division. Each division head (or designee) shall review milestones and/or delivery terms set forth in the contract prior to approving requests for payment.
9. Contract specialist will notify divisions of the expiration date of contracts in a timely manner to determine the future needs of the contract.

Signature Certification & Authorization

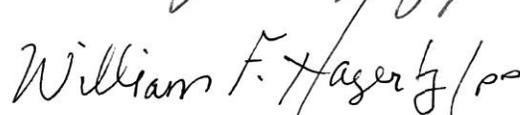
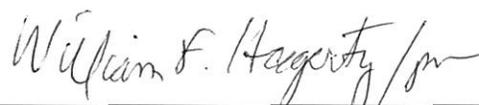
for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2014-2015

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.

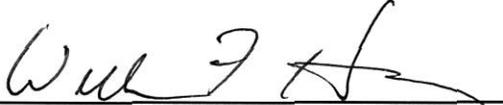
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Sharon Kolb, ECD General Counsel	
Ted Townsend, ECD Chief of Staff	
Paula Davis, ECD Assistant Commissioner for Administrative Services	
Paul Vander Meer, ECD Senior Advisor for Fiscal Policy	
Jessica L. Johnson, Director of Budget	

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

 10/1/14

Printed Name, Title & Agency

William F. Hagerty, Commissioner, TN Dept. of Economic and Community Development

Signature Certification & Authorization

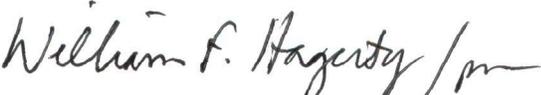
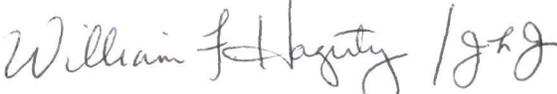
for purposes of professional service contracting documents

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.

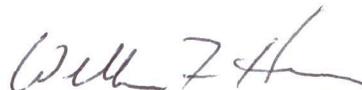
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Sharon Kolb, General Counsel	
Will Alexander, Chief of Staff	
Paula Davis, Assistant Commissioner	
Paul Vander Meer, Senior Advisor, Fiscal Policy	
Jessica L. Johnson, Director of Budget	

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

William F. Hagerty, Commissioner, Department of Economic and Community Development

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014
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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:

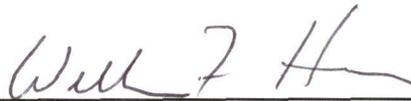
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	Summer Carr, Director of Contracts
Address:	312 Rosa L. Parks Ave., 27 th Floor, Nashville, TN 37243
Telephone:	615-253-1944
E-Mail:	Summer.Carr@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

William F. Hagerty, Commissioner

Agency Name

Department of Economic and Community Development



Department of Economic and Community Development

William F. Hagerty
Commissioner

Bill Haslam
Governor

Contract Management Plan For Calendar Year 2014

Department of Economic and Community Development

1. The requesting division will communicate specific contract needs to Budget and Fiscal Division to obtain technical assistance and in an effort to determine and ensure availability of funds. The Budget and Fiscal Division will also confirm that funds for the contract have been approved by the agency head.
2. Once availability of funds and approval of services to be contracted has been established, requesting division staff will compile all information necessary for the contract on the applicable contract information form (designed by ECD's Contract Unit) or contact Contracts Director or specialist directly.
3. Once necessary information is compiled, division staff will forward completed contract info sheet, or in the alternative, send an email to contract specialist with necessary information.
4. Contract specialist will proceed with drafting contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures. Contract specialist will send drafted contract to program staff for inclusion of other documents (letters, ACH, W-9, etc.) and contract will be mailed/e-mailed to grantee/contractor by contract specialist or program staff, depending upon the specific contract involved.
5. In cases where the Legal Division initiates a contract on behalf of agency head or division director, they shall also confer with Budget and Fiscal Division to ensure availability of funds and approval of services to be procured by agency head. After this is established, necessary info will be obtained to draft adequate scope of services, any requisite program guidelines, and details of milestones, etc. Legal Division will then draft the contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures.
6. Once contract drafted by contract specialist or legal division has been signed by grantee/contractor and returned to ECD, the signature of the Commissioner (or designee) will be obtained and contract will be forwarded to contract specialist for completion of summary sheet and to obtain signature of Fiscal Director. Once complete, contract specialist will enter contract into the Edison system for approval. All information received with signed contract that is necessary for payment (ACH, W-9, etc.) will be forwarded to Fiscal Division so that it may be verified with F&A Accounts division. Contract specialist will be responsible for assigning RFS numbers as well as ensuring all contract attachments are entered into Edison with appropriate contract.
7. In regards to request for payments of contracts, the Budget and Fiscal division will handle all requests in Edison upon receipt of proper documentation.



Department of Economic and Community Development

William F. Hagerty
Commissioner

Bill Haslam
Governor

8. The requesting division has the responsibility to determine that vendors are in compliance with the contract terms for those contracts within their division. Each division head (or designee) shall review milestones and/or delivery terms set forth in the contract prior to approving requests for payment.
9. Contract specialist will notify divisions of the expiration date of contracts in a timely manner to determine the future needs of the contract.

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:	Summer Carr
Address:	TN Tower, 312 Rosa L. Parks Ave., Nashville, TN 37243
Telephone:	615-253-1944
E-Mail:	Summer.carr@tn.gov

Agency Chief Executive
Signature & Date

Will Alexander

Printed Name & Title

Will Alexander - Chief of Staff

Agency Name

ECD

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>
Sharon Kolb, General Counsel	<i>Will Alexander /SK</i>
Paula Davis, Assistant Commissioner Administrative Services	<i>William Alexander /PD</i>
Paul Vander Meer, Sr. Advisor Fiscal Policy	<i>Will Alexander /PM</i>
Jessica L. Johnson Director of Budget	<i>Will Alexander /JJ</i>

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

Will Alexander

Will Alexander, Chief of Staff

Printed Name, Title & Agency

Department of Economic & Community Development

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	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.

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>
Sharon Kolb, Deputy General Counsel	<i>William F. Hagerty /sk</i>
Will Alexander, Asst. Commissioner of Strategy and Innovation	<i>William F. Hagerty /WA</i>
Paula Davis, Asst. Commissioner of Administration	<i>William F. Hagerty /pd</i>
Paul VanderMeer, Senior Advisor on Fiscal Policy	<i>William F. Hagerty /pv</i>
Jessica L. Johnson, Budget Director	<i>William F. Hagerty /jj</i>

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

William F. Hagerty 1/4/12

Printed Name, Title & Agency

William F. Hagerty, Commissioner, Dept. of Economic and Community Development

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:

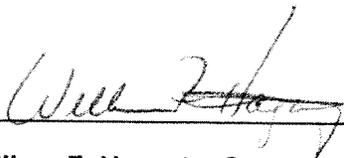
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	Brigitte Tubbs-Jones
Address:	312 Rosa L. Parks Avenue, 9 th floor, Nashville, TN 37243
Telephone:	615-253-2195
E-Mail:	<u>Brigitte.tubbs-jones@tn.gov</u>

Agency Chief Executive
Signature & Date

 1/4/12

Printed Name & Title

William F. Hagerty, Commissioner

Agency Name

Department of Economic and Community Development



**Contract Management Plan
For Calendar Year 2012**

Department of Economic and Community Development

Pursuant to T.C.A. § 12-4-109 (d), the Department submits the following Contract Management Plan effective January 1, 2012 through December 31, 2012.

1. The requesting division will communicate specific contract needs to Budget and Fiscal Division to obtain technical assistance and in an effort to determine and ensure availability of funds. The Budget and Fiscal office will also confirm that funds for the contract have been approved by the agency head.
2. Once availability of funds and approval of services to be contracted has been established, requesting division staff will compile all information necessary for the contract on the applicable contract info form (designed by ECD's Contract Unit) or contact Contract Director or specialist directly.
3. Once necessary information is compiled, division staff will forward completed contract info sheet, or in the alternative, send an email to assigned contract unit specialist with necessary information.
4. Assigned contract specialist will proceed with drafting contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures. Contract specialist will send drafted contract to program staff for inclusion of other documents (letters, ACH, W-9, etc.) and contract will be mailed/e-mailed out to grantee/contractor by program staff, unless otherwise agreed by Contract Director.
5. In cases where the Legal division initiates a contract on behalf of agency head or division director, they shall also confer with Budget and fiscal division to ensure availability of funds and approval of services to be procured by agency head. After this is established, necessary info will be obtained to draft adequate scope of services, any requisite program guidelines and details of milestones, etc. Legal

division will then draft the contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures.

6. Once contract drafted by assigned contract unit specialist or legal division has been signed by grantee/contractor and returned to ECD, the signature of the Commissioner (or designee) and Assistant Commissioner or Executive Director (if applicable) will be obtained and contract will be forwarded to contract specialist for completion of summary sheet and to obtain signature of Fiscal Director. Once complete, specialist will enter contract into the Edison system to route for approval. All information received with signed contract that is necessary for payment (ACH, W-9, etc.) will be forwarded to Fiscal division so that it may be verified with F&A Accounts division. Contract specialists will be responsible for assigning RFS numbers as well as ensuring all contract attachments are entered into Edison with appropriate contract.
7. In regards to requests for payment of contracts, the Budget and Fiscal division will handle all requests in Edison upon receipt of proper documentation.
8. The requesting division has the responsibility to determine that vendors are in compliance with the contract terms for those contracts within their division. Each division head (or designee) shall review milestones and/or delivery terms set forth in the contract prior to approving requests for payment.
9. Contract unit specialists will notify divisions of the expiration date of contracts in a timely manner to determine the future needs of the contract.

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>
Sharon Kolb, Deputy General Counsel	<i>William F. Hagerty / sk</i>
Paul Fassbender, Asst. Commissioner of Federal Programs and Policy	<i>William F. Hagerty / pf</i>
Paula Davis, Asst. Commissioner of Administration	<i>William F. Hagerty / pa</i>
Paul VanderMeer, Senior Advisor on Fiscal Policy	<i>William F. Hagerty / pm</i>
Pat King, Fiscal Director 2	<i>William F. Hagerty / pk</i>

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

William F. Hagerty 5/9/11

Printed Name & Title **William F. Hagerty, Commissioner**

Agency Name **Department of Economic and Community Development**

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

VOID

This Signature Certification & Authorization supersedes all prior documents 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>
Paula Davis, Deputy Commissioner	<i>William F. Hagerty / pd</i>
Stephanie Tisdale, General Counsel	<i>William F. Hagerty / st</i>
Paul Vander Meer, Fiscal Administrator	<i>William F. Hagerty / pm</i>
Pat King, Fiscal Director 2	<i>William F. Hagerty / pk</i>
Zakkiyya Shakir, Fiscal Director 1	<i>William F. Hagerty / zs</i>

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

William F. Hagerty 8/19/11

Printed Name & Title **William F. Hagerty**

Agency Name **ECD**

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:

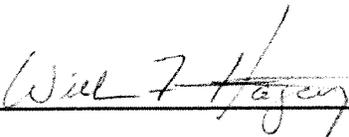
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	Brigitte Tubbs-Jones
Address:	312 Rosa L. Parks Avenue, 9 th Floor, Nashville, TN 37243
Telephone:	615-253-2195
E-Mail:	Brigitte.tubbs-jones@tn.gov

Agency Chief Executive
Signature & Date

 1/19/11

Printed Name & Title

William F. Hagerty

Agency Name

ECD



State of Tennessee
Department of Economic and Community Development
Contract Management Plan
For Calendar Year 2011

Department of Economic and Community Development

Pursuant to T.C.A. § 12-4-109 (d), the Department submits the following Contract Management Plan effective January 1, 2011 through December 31, 2011.

1. The requesting division will communicate specific contract needs to Budget and Fiscal Division to obtain technical assistance and in an effort to determine and ensure availability of funds. The Budget and Fiscal office will also confirm that funds for the contract have been approved by the agency head.
2. Once availability of funds and approval of services to be contracted has been established, requesting division staff will compile all information necessary for the contract on the applicable contract info form (designed by ECD's Contract Unit).
3. Once necessary information is compiled, division staff will forward completed contract info sheet to assigned contract unit specialist along with contract summary sheet signed by fiscal director (certifying availability of funds).
4. Assigned contract specialist will proceed with drafting contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures. Contract specialist will send drafted contract to program staff for inclusion of other documents (letters, ACH, W-9, etc.) and contract will be mailed/e-mailed out to grantee/contractor by program staff.
5. In cases where the Legal division initiates a contract on behalf of agency head or division director, they shall also confer with Budget and fiscal division to ensure availability of funds and approval of services to be procured by agency head. After this is established, necessary info will be obtained to draft adequate scope of services, any requisite program guidelines and details of milestones, etc. Legal division will then draft the contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures.
6. Once contract drafted by assigned contract unit specialist or legal division has been signed by grantee/contractor and returned to ECD, the signature of the Commissioner (or designee) and Assistant Commissioner or Executive Director

(if applicable) will be obtained and contract will be forwarded to contract unit specialist to enter into the Edison system to route for approval. All information received with signed contract that is necessary for payment (ACH, W-9, etc.) will be forwarded to Fiscal division so that it may be verified with F&A Accounts division. Contract specialists will be responsible for assigning RFS numbers as well as ensuring all contract attachments are entered into Edison with appropriate contract.

7. In regards to requests for payment of contracts, the Budget and Fiscal division will handle all requests in Edison upon receipt of proper documentation.
8. The requesting division has the responsibility to determine that vendors are in compliance with the contract terms for those contracts within their division. Each division head (or designee) shall review milestones and/or delivery terms set forth in the contract prior to approving requests for payment.
9. Contract unit specialists will notify divisions of the expiration date of contracts in a timely manner to determine the future needs of the contract.

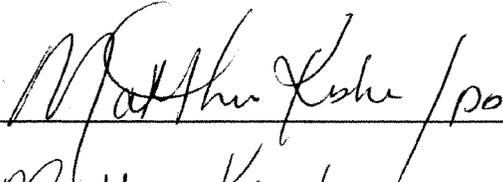
SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION: 2010

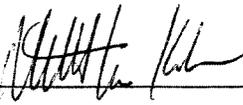
NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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 (sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named)
Paula Davis, Deputy Commissioner	
Stephanie Tisdale, General Counsel	
Paul VanderMeer, Finance Administrator	
Pat King, Fiscal Director 2	
Zakkiyya Shakir, Fiscal Director 1	

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

AGENCY HEAD SIGNATURE & DATE: 

PRINTED NAME & TITLE: Matthew Kisber, Commissioner

DEPARTMENT OR AGENCY NAME: ECD

CCR
DEC 23 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.

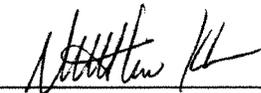
NAME: Brigitte Tubbs-Jones

ADDRESS: 312 Rosa L. Parks Avenue, 11th floor, Nashville, TN 37243

TELEPHONE: 615-253-2195

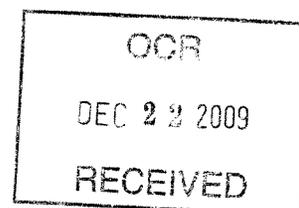
EMAIL: Brigitte.tubbs-jones@tn.gov

AGENCY HEAD SIGNATURE & DATE:



PRINTED NAME & TITLE: Matthew Kisber, Commissioner

DEPARTMENT OR AGENCY NAME: ECD



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: Stephanie Tisdale Mitchell

TELEPHONE: 615-253-2006

EMAIL: Stephanie.tisdale@tn.gov

NAME: Brigitte Tubbs-Jones

TELEPHONE: 615-253-2195

EMAIL: Brigitte.tubbs-jones@tn.gov

NAME: Paula Davis

TELEPHONE: 615-532-3886

EMAIL: Paula.davis@tn.gov

AGENCY HEAD SIGNATURE & DATE:



PRINTED NAME & TITLE: Matthew Kisber, Commissioner

DEPARTMENT OR AGENCY NAME: ECD

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State of Tennessee
Department of Economic and Community Development
Contract Management Plan
For Calendar Year 2010

Department of Economic and Community Development

Pursuant to T.C.A. § 12-4-109 (d), the Department submits the following Contract Management Plan effective January 1, 2010 through December 31, 2010.

1. The requesting division will communicate specific contract needs to the Budget and Fiscal Division to obtain technical assistance and in an effort to determine and ensure availability of funds. The Budget and Fiscal office will also confirm that funds for the contract have been approved by the agency head.
2. Once availability of funds and approval of services to be contracted has been established, requesting division staff will compile all information necessary for the contract on the applicable contract info summary sheet form designed by ECD's Contract Unit.
3. Once this necessary information is compiled, division staff will forward to assigned contract unit specialist along with contract summary sheet signed by fiscal director (certifying availability of funds).
4. Assigned contract specialist will then proceed with drafting contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures.
5. In cases where the Legal division initiates a contract, they shall also confer with Budget and fiscal division to ensure availability of funds and approval of services to be procured by agency head. After this is established, necessary info will be obtained from requesting division to draft adequate scope of services, any requisite program guidelines and details of milestones, etc. Legal division will then draft the contract, ensuring compliance with all applicable laws as well as state contracting policies and procedures.
6. Once the contract is drafted by assigned contract unit specialist or legal division, the signature of the Commissioner (or designee) and Assistant Commissioner or Executive Director (if applicable) will be obtained and contract, along with information necessary for contract payment (ACH, W-9 etc.) will then be forwarded by contract unit specialist to Budget and Fiscal division. Budget and

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Fiscal division will be responsible for assigning RFS numbers as well as Edison id numbers along with ensuring all aspects of the contract have been properly completed (through consultation with requesting division staff and assigned contract unit specialist) and will then scan documents into Edison.

7. In regards to requests for payment of contracts, the Budget and Fiscal division will handle all requests in Edison upon receipt of proper documentation.
8. The requesting division has the responsibility to determine that vendors are in compliance with the contract terms for those contracts within their division. Each division head (or designee) shall review milestones and/or delivery terms set forth in the contract prior to approving requests for payment.
9. The Budget and Fiscal division will notify divisions of the expiration date of contracts in a timely manner to determine the future needs of the contract.

