

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2015
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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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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>
Stephen Smith, Deputy Commissioner	
Christy Ballard, General Counsel	
Joanna Collins, Director of Contacts & Staff Attorney	

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

Dr. Candice McQueen, Commissioner



TENNESSEE DEPARTMENT OF

EDUCATION

FIRST TO THE TOP

2015 CONTRACT MANAGEMENT PLAN

The following documentation represents the Tennessee Department of Education's (department) plan for management of professional services contracts for 2015. For the purpose of this document, the term contract will be representative of all fee-for-service contracts, grants, delegated authorities and amendment documents.

The department is currently using an excel spreadsheet and Edison to track all contracts and the Central Procurement Office's (CPO) word document templates to generate all contract and solicitation documents.

Users Involved in the Process

- *Assistant Commissioner*- Responsible for reviewing all of his/her division's contracts prior and ensuring the following:
 - There are sufficient funds in the specified budget
 - Accounting information is accurate
 - Scope of services is complete and accurate
 - Payment methodology/budget is accurate
- *Contract Manager*- Responsible for identifying procurement needs and requesting the procurement procedure. Also responsible for ensuring that all contracts comply with the State of Tennessee's laws, rules, and policies for service contracts. This person, or their designee, is responsible for managing the performance and deliverables under the contract.
- *Contract Coordinator(s)* - Responsible for providing training, reviews, and guidance so that all contracts comply with the State of Tennessee's contract rules and policies. Will also create and process all contracts for the department.
- *Fiscal Approvers* - Responsible for reviewing and approving accounting and budget commitments.
- *Legal* – Responsible for reviewing all contracts and signing the central procurement office's legal certification.

Contract Development, Approval, and Management

The department's contract process is outlined below.

1. The contract manager completes and signs a request to contract for services form and routes for assistant commissioner review/approval.
2. The contract manager requests an agency tracking number from the contract coordinator by submitting a partially approved request to contract for services form (signed by the assistant commissioner and first to the top director if applicable). The contract coordinator keeps a record of the agency tracking numbers in an excel spreadsheet master document on the department's common drive.
3. The contract manager and contract coordinator discuss procurement options and select the appropriate procurement method.
4. The contract manager is responsible for completing all appropriate central procurement office (CPO) model templates and submitting, via email, to his/her contract coordinator for review.
 - The contract coordinator will submit all required pre-approval endorsement requests.
 - The contract coordinator will submit all required requests.
 - The contract coordinator will submit all required fiscal review documentation.

5. The contract coordinator creates the contract using CPO's model templates word document templates located on the Professional Service Contracting Models intranet page. The contract coordinator enters the following information into an excel spreadsheet master document on the department's common drive for tracking purposes:
 - Agency Tracking Number
 - Edison Number
 - Contract Number (if applicable)
 - Amendment Number (if applicable)
 - Contact Manger/Liaison
 - Description of Services
 - Vendor Name
 - Vendor ID
 - Start and End dates
 - Maximum Liability
 - Contractor Ownership
 - Subrecipient/Vendor
 - Funding (Federal, State, Interdepartmental, or a combination)
 - Comments (if applicable)
6. The contract coordinator will use the Professional Service Contracting manual to enter information into Edison and receive an Edison ID.
7. Once the draft contract is completed and reviewed, the contract coordinator emails the document to the contract manager and requests revisions if applicable or a final review if revisions are not needed.
8. The department's general counsel will review after the contractor coordinator has a final draft. Revisions will be made as necessary based on the general counsel's review. It is the contract manager's responsibility to share the document with the vendor to get their approval.
9. The contracts coordinator will route the contract cover for fiscal review and approval (accounting office & budget office). Approvals are through email and an electronic signature is attached to the contract cover if budget approves. The purpose of accounting approval is to ensure that all accounting codes are correct. The purpose of budget approval is to ensure that sufficient funding is available within the department's budget for the contractual commitment being made.
10. Once the document is approved by fiscal, the contract coordinator, contract manager, and the general counsel a meeting is set up with the commissioner for review. The commissioner meets with the assistant commissioner, contract coordinator, and legal to review the procurement and to approve/deny the request.
11. If approved by the commissioner the contract coordinator will convert to a secured PDF and email the contract document to the vendor for signature. The vendor returns the signed original to the contracts office.
12. When the signed contract is received the contract coordinator will route for commissioner (or designee) signature.
13. Once the commissioner's signature is received the contract coordinator will scan the contract and all necessary supporting documentation and upload it to the Edison transactional document.
14. The contract coordinator will notify the contract manager when it has been submitted for approval.

15. Within Edison, the first approval is internal fiscal approval (accounting). The purpose of accounting approval is to ensure that the appropriate account codes and grant codes are contained in Edison and on the contract cover sheet.
16. Within Edison, the next approval is the internal contract coordinator. The review is to verify that the signed contract documents match what was approved, and that the contract terms are in accordance with the State of Tennessee contracting rules and policies. The contract coordinator also reviews that all necessary documentation is attached.
17. Within Edison, the next approval is CPO. CPO staff reviews and approves the contract documents. If there are any issues or problems, CPO will contact the contract coordinator for corrective action. After CPO approves the document, it is forwarded to the next agency for approval (Office of the Comptroller and/or Department of Human Resources).
18. After the documents have been approved by all required state agencies, the contract is then considered to be fully executed and effective and work can begin. CPO uploads a secure PDF that is the final approved executed version.
19. Upon approval the contract coordinator moves the information to an internal tracking excel spreadsheet containing a list of all active contracts. The contract coordinator saves the secured PDF to the department's common drive and printed and put into a file. The contract coordinator will dispatch and execute in Edison and send the executed contract to the vendor and program manager via email.
20. The contract manager must confirm that the vendor received the fully executed contract.
21. The contract manager manages the vendor's performance based on the terms of the executed contract and handles all payments.