

# 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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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>
Scott Sloan, General Counsel and Associate Executive Director for Legal & Regulatory Affairs	

*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**



**Russ Deaton, Interim Executive Director**

**Printed Name, Title & Agency**

**Tennessee Higher Education Commission**

## Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

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

I further understand that because limited staffing in the central professional service procurement oversight function, communications on behalf of my agency with Office of Contracts Review staff should be limited to those from the designated Service Contracts Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Scott Sloan, Associate Executive Director of Legal and Regulatory Affairs
Address:	404 James Robertson Parkway, Parkway Towers, Suite 1900, Nashville, TN 37243
Telephone:	615-741-7571
E-Mail:	scott.sloan@tn.gov

Agency Chief Executive  
Signature & Date



01/01/2013

Printed Name & Title

Richard G. Rhoda, Executive Director

Agency Name

Tennessee Higher Education Commission

# Signature Certification & Authorization

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<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2013</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 authorized individual named</i>
Scott Sloan, Associate Executive Director of Legal and Regulatory Affairs	
David Wright, Associate Executive Director of Policy, Planning and Research	
Peter Abernathy, Senior Associate Executive Director and 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**



01/01/2013

**Printed Name, Title & Agency**

Richard G. Rhoda, Executive Director  
Tennessee Higher Education Commission

**TENNESSEE HIGHER EDUCATION COMMISSION  
ANNUAL CONTRACT MANAGEMENT PLAN  
2013**

This plan is developed to meet the requirements of T.C.A. §12-4-109(d) and Rules of the Department of Finance and Administration, Chapter 0620-3-8, Contract Management and Subrecipient Monitoring. It is the intent of the Tennessee Higher Education Commission to effectively manage all contracts to ensure efficiency, cost-effectiveness and service provider accountability and results with all the contracts and grants it executes. All Associate Executive Directors will be advised of this document and charged with responsibility to review it on a regular basis to ensure compliance with each phase of the contracts process.

**I. Initiation of Contract/Amendment**

It is the responsibility of each Division within the Commission to determine the need for contract services. The Associate Executive Director (AED) of the procuring division will coordinate with the Fiscal Affairs Division to ensure there are sufficient funds to cover the needed contract services. Once this is verified the AED of the procuring division will coordinate with the Associate Executive Director of the Legal and Regulatory (AEDLRA) or Contracts Administration Manager (CAM) to begin the contract process. The AED of the procuring division shall initiate the process with sufficient time to ensure that all required procedures can be followed and the resulting contracts signed by all required signatories prior to the beginning of the contract term.

The procuring division will provide the AEDLRA or CAM with the necessary information with which a determination can be made concerning the proper method of procuring the contract services. This process shall include specific discussions between the AEDLRA or CAM, appropriate Fiscal staff and programmatic staff to clarify payment methodology to be included in the contract to ensure greatest degree of accountability. In addition, AEDLRA or CAM will clarify with the AED of procuring division whether there are any ancillary agreements related to the goods/services and if so ensure that it is included as an attachment to the contract and that there are no terms and conditions in the ancillary agreement that are inconsistent with the contract.

The AEDLRA or CAM will be responsible for securing approval of that process as required by applicable rules and regulations of the Department of Finance and Administration as well as the development of any subsequent RFP or other document that may be required to solicit proposals.

The AEDLRA or CAM shall be responsible for drafting the required contract/amendment based on programmatic and budget information provided by the Associate Executive Director of the procuring division in accordance with the applicable rules and regulations of the Department of Finance and Administration.

## II. Processing of Contract/Amendment

The procuring division AED or CAM will be responsible for securing the signature of the contractor/grantee. Once the signatures are secured it shall be the responsibility of the CAM to prepare contract/amendment document(s) to accompany the signed contract/amendment and to submit the prepared documents to the Legal and Regulatory Division to process the contract for signatures, both internally and additional signatures required by the applicable rules and regulations of the Department of Finance and Administration. The Legal and Regulatory Division staff will first submit the contract/amendment to the Chief Fiscal Officer, or his designee, who shall verify that there are sufficient funds available to cover the obligation incurred by the contract/amendment. Upon verification the contract will be submitted to the Executive Director, or designee, for signature.

The Legal and Regulatory Division staff shall then forward all signed copies of the contract/amendment and accompanying document(s) to the AEDLRA or CAM for processing. The AEDLRA or CAM shall submit the contract/amendment and accompanying document(s) required by the applicable rules and regulations of the Department of Finance and Administration to the Central Procurement for approval. Once approved, the fully executed contract/amendment will be provided to the contractor/grantee, one copy to the Division of Fiscal Affairs, one copy to AEDLRA/CAM, and one copy to the procuring division.

## III. Contract Monitoring

It is the responsibility of the AED of the procuring division, or designee, to ensure that contractor/grantee sufficiently and timely fulfills their responsibility under the contract and that adequate information is collected to ensure the Commission can comply with all reporting requirements. Additionally, the procuring division AED, or designee will:

- verify that applicable milestones and/or delivery terms have been fulfilled prior to the payment of any invoice;
- verify that the payment requested is consistent with the contract payment methodology; and
- approve the invoice for payment, which shall include the Edison contract number.

APPROVED: \_\_\_\_\_

  
Richard G. Rhoda, Executive Director

DATE: \_\_\_\_\_

01/01/2013