

## Signature Certification and Authorization

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

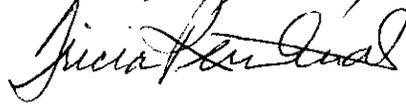
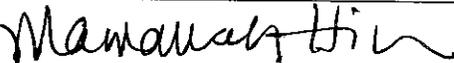
<b>State Agency</b>	<b>Department of Human Services</b>
<b>Calendar year of certification and authorization</b>	<b>2015</b>

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 This document shall be effective immediately and remain in effect for the calendar year above unless superseded by a new document of this type properly filed with the Central Procurement Office.

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

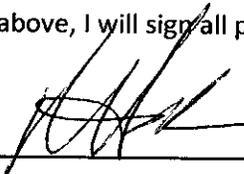
<b>Printed name and title</b>	<b>Sample signature with initials</b> Sample of State Agency head's name as it will be signed and initialed by the <u>authorized individual names</u>
Trevor Lauri Executive Administrative Assistant	Raquel Hatter (T.L.)
Jill Niehaus Executive Administrative Assistant	Raquel Hatter (J.N.)
Wendy Davis Executive Administrative Assistant	Raquel Hatter (W.D.)
Petrina Jones-Jesz Deputy Commissioner	Raquel Hatter (P.J.)
Tricia Reinhard Deputy Commissioner, Finance and Administration	Raquel Hatter (T.R.)

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

Printed name and title	Sample signature
Katari Coleman Child Care Services Director	
Petrina Jones-Jesz Deputy Commissioner	
Tricia Reinhard Deputy Commissioner, Finance and Administrator	
Cherrell Campbell-Street Assistant Commissioner for Vocational Rehabilitation	
Mamawah Hill Program Director, Summer Food Services Program and Child and Adult Food Services Program	

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

**State Agency head's signature and date**



**State Agency head's printed name** Raquel Hatter, Commissioner

# Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

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 &amp; initialed by the authorized individual named</i>
Trevor Lauri Executive Admin. Assistant	Raquel Hatter (TL)
Sarah Harvey Assistant Commissioner, Community & Social Services	Raquel Hatter (SH)
Jill Nichols Executive Admin Asst	Raquel Hatter (JN)
Aurora Vaden Executive Admin Asst	Raquel Hatter (AV)
Katari Coleman Child Care Services Dir.	Raquel Hatter (KC)
Petrina Jones - Jess Deputy Commissioner	Raquel Hatter (PJ)

--	--

*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**  5/7/15

**Printed Name, Title & Agency** Raquel Hutter, Commissioner, Dh

## **Contract Management Plan Calendar Year 2015 Department of Human Services**

This document summarizes the present infrastructural arrangement and process by which the Department of Human Services (DHS) will address the fundamentals of service contract management in Calendar Year 2015. DHS follows the Procurement Methods Policy and Procedures established by the Central Procurement Office as well as the Annual Contract Management Plan, pursuant to Rule 0690-03-01-.27(3)

### **Identification of Specific Staff, Contracting Needs and Contract Development**

Typically, program areas within DHS are responsible for identifying specific needs for which service contracts may be necessary. Once identified, the program works with the Department's budget office to determine if adequate funding is available to support the service procurement. Once the availability of funding has been predetermined, program staff works in collaboration with staff in the DHS Office of Procurement to develop the contract. Staff in the DHS Office of General Counsel assists in contract development as needed. Designated staff members, within the programs and divisions, are required to verify that their content within their area is responsibility is correct by signing off on an inner departmental routing sheet.

### **Staff and Resources for Contract Management Responsibility**

It is the responsibility of the DHS staff person identified in the contract to receive contractor invoices for a given procurement. Based on the type of contract, said staff person would then confirm receipt of the contract deliverable prior to the initiation of payment, if a fee-for-service contract, or confirm that the invoice requests reimbursement for allowable costs, if a cost reimbursement grant contract. Once confirmed that the invoice represents appropriate payment for services delivered, staff in Fiscal Services process the invoice to release the funds in Edison, or in the case of interdepartmental contracts, via the journal voucher process.

### **Monitoring to Ensure Contract Compliance**

DHS program staff maintains the "official" contract files and determine that services delivered via professional service contracts comply with the terms and conditions of the respective contract. Selected service contracts are subject to formal on-site programmatic and limited-scope fiscal reviews by DHS' Program Review Section. DHS Fiscal Services staff also maintains documentation file for each contract, and work in collaboration with program staff to monitor contract payments authorized by them. DHS fiscal staff ensures:

- strict compliance and adherence to payment rates and/or milestones;
- the maximum liability of the contract is not exceeded; and
- recovery of disallowed payments.

## Service Contracts Coordinator Designation

<b>Calendar Year of Designation:</b>	<b>2015</b>
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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.

<b>Name:</b>	Robin S. Dieterich
<b>Address:</b>	400 Deaderick Street Citizens Plaza; 11 <sup>th</sup> Floor Office of Procurement Nashville, TN 37243-1403
<b>Telephone:</b>	(615)313-2270
<b>E-Mail:</b>	Robin.Dieterich@tn.gov

Agency Chief Executive  
Signature & Date



MAR 06 2015

Printed Name & Title

**Raquel Hatter, Commissioner**

Agency Name

**Department of Human Services**

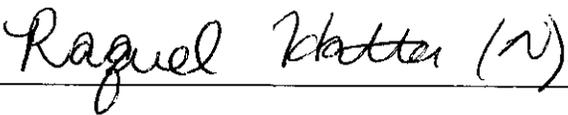
# Signature Certification & Authorization

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>
Lauren Vaden Executive Administrative Assistant 2	
Trevor Lauri Executive Administrative Assistant 2	

*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**



**OCT 30 2014**

**Printed Name, Title & Agency**

**Raquel Hatter, Commissioner, Department of Human Services**



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
400 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165  
TTY: 1-800-270-1349  
[www.tn.gov/humanserv/](http://www.tn.gov/humanserv/)

**BILL HASLAM**  
GOVERNOR

**RAQUEL HATTER, MSW, Ed.D.**  
COMMISSIONER

**MEMORANDUM**

**TO:** Mike Perry, Chief Procurement Officer  
Department of General Services

**FROM:** Basil Dosunmu, Deputy Commissioner  
Department of Human Services

**DATE:** March 9, 2015

**SUBJECT:** Contract Management Plan for Calendar Year 2015

Pursuant to Rule 0690-03-01-.27(3) attached is the Department of Human Services' Contract Management Plan for calendar year 2015. Also attached are ancillary documents related to the Department's service contracting activities, including a Service Contracts Coordinator Designation form and a Signature Certification and Authorization form for 2015.

Should you have any questions or require further information, please contact Robin Dieterich at (615) 313-2270.

Attachment

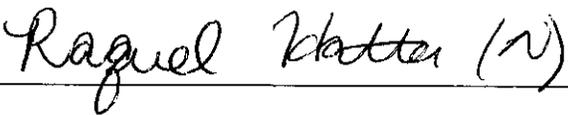
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<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2015</b>
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<b>Printed Name &amp; Title</b>	<b>Sample Signature with Initials</b> <i>sample of agency head's name as it will be signed &amp; initialed by the <u>authorized individual</u> named</i>
Lauren Vaden Executive Administrative Assistant 2	
Trevor Lauri Executive Administrative Assistant 2	

*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**



**OCT 30 2014**

**Printed Name, Title & Agency**

**Raquel Hatter, Commissioner, Department of Human Services**



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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**BILL HASLAM**  
GOVERNOR

**RAQUEL HATTER, MSW, Ed.D.**  
COMMISSIONER

**MEMORANDUM**

**TO:** Mike Perry, Chief Procurement Officer  
Department of General Services

**FROM:** Raquel Hatter, Commissioner  
Department of Human Services

**DATE:** December 01, 2013

**SUBJECT:** Contract Management Plan for Calendar Year 2014

Pursuant to Rule 602-03-08-.04(2), attached is the Department of Human Services' Contract Management Plan for calendar year 2014. Also attached are ancillary documents related to the Department's service contracting activities, including a Service Contracts Coordinator Designation form and a Signature Certification and Authorization form for 2014.

Should you have any questions or require further information, please contact Stephen Reksten at (615) 313-4794.

Attachment

# **Contract Management Plan Calendar Year 2014 Department of Human Services**

This document summarizes the present infrastructural arrangement and process by which the Department of Human Services (DHS) will address the fundamentals of service contract management in Calendar Year 2014. DHS follows the Procurement Methods Policy and Procedures, Policy NO. 2013-002, Contract Management Policy and Procedures, Policy NO. 2013-004 and Procurement Procedures Manual of the Central Procurement Office.

## **Identification of Specific Contracting Needs and Contract Development**

Typically, program areas within DHS are responsible for identifying specific needs for which service contracts may be necessary. Once identified, the program works with the Department's budget office to determine if adequate funding is available to support the service procurement. Once the availability of funding has been predetermined, program staff works in collaboration with staff in the DHS Office of Procurement to develop the contract. Staff in the DHS Office of General Counsel assists in contract development as needed.

## **Invoice Receipting and Payments**

It is the responsibility of the DHS staff person identified in the contract to receive contractor invoices for a given procurement. Based on the type of contract, said staff person would then confirm receipt of the contract deliverable prior to the initiation of payment, if a fee-for-service contract, or confirm that the invoice requests reimbursement for allowable costs, if a cost reimbursement grant contract. Once confirmed that the invoice represents appropriate payment for services delivered, staff in Fiscal Services process the invoice to release the funds in Edison, or in the case of interdepartmental contracts, via the journal voucher process.

## **Monitoring to Ensure Contract Compliance**

DHS program staff maintains the "official" contract files and determine that services delivered via professional service contracts comply with the terms and conditions of the respective contract. Selected service contracts are subject to formal on-site programmatic and limited-scope fiscal reviews by DHS' Program Review Section. DHS Fiscal Services staff also maintains documentation file for each contract, and work in collaboration with program staff to monitor contract payments authorized by them. DHS fiscal staff ensures:

- strict compliance and adherence to payment rates and/or milestones;
- the maximum liability of the contract is not exceeded; and
- recovery of disallowed payments.

# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2013</b>
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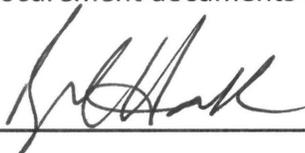
This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year 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>
Shalonda Cawthon, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Valencia Douglas, Administrative Services Assistant 2	

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**

 4-1-13

**Printed Name, Title & Agency** Raquel Hatter, Commissioner, Department of Human Services

## Service Contracts Coordinator Designation

<b>Calendar Year of Designation:</b>	<b>2013</b>
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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.

<b>Name:</b>	Robin Dieterich
<b>Address:</b>	400 Deaderick Street Citizens Plaza; 11 <sup>th</sup> Floor Office of Procurement Nashville, TN 37243-1403
<b>Telephone:</b>	(615) 313-2270
<b>E-Mail:</b>	Robin.Dieterich@tn.gov

**Agency Chief Executive  
Signature & Date**



**Printed Name & Title** **Raquel Hatter, Commissioner**

**Agency Name** **Department of Human Services**

# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2013</b>
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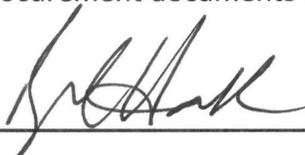
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<b>Printed Name &amp; Title</b>	<b>Sample Signature with Initials</b> <i>sample of agency head's name as it will be signed &amp; initialed by the <u>authorized individual</u> named</i>
Shalonda Cawthon, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Valencia Douglas, Administrative Services Assistant 2	

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**

 4-1-13

**Printed Name, Title & Agency** Raquel Hatter, Commissioner, Department of Human Services

# Signature Certification & Authorization

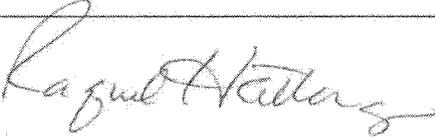
for purposes of professional service contracting documents

**Calendar Year of Certification & Authorization(s):**

**2013**

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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 &amp; initialed by the <u>authorized individual</u> named</i>
Shalonda Cawthon, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Ericka M. Osler, Executive Assistant	

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* Raquel Hatter, Commissioner, Department of Human Services

## 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.

Name:	Stephen Reksten, Director, Office of Procurement
Address:	400 Deaderick Street; Citizens Plaza 11 <sup>th</sup> , Floor Nashville, TN 37243-1403
Telephone:	(615) 313-4794
E-Mail:	Stephen.x.Reksten@tn.gov

Agency Chief Executive  
Signature & Date

 10-30-12

Printed Name & Title

**Raquel Hatter, Commissioner**

Agency Name

**Department of Human Services**

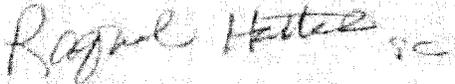
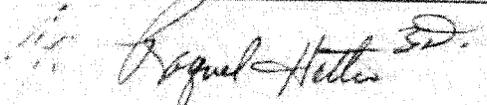
## Signature Certification & Authorization

for purposes of professional service contracting documents

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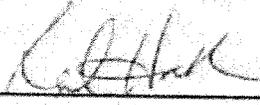
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <small>sample of agency head's name as it will be signed &amp; initialed by the authorized individual named</small>
Shalonda Cawthon, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Cheryl Booker, Administrative Assistant	
Zenola Diggs, Administrative Services Assistant	

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

 12-13-11

Printed Name, Title & Agency: Raquel Hatter, Commissioner Department of Human Services

## 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:	Sandra R. Gray
Address:	11 <sup>th</sup> Floor; citizens Plaza Bldg.; 400 Deaderick St.; Nashville, TN 37243
Telephone:	(615) 313-4794
E-Mail:	Sandra.Gray@tn.gov

Agency Chief Executive  
Signature & Date



12-16-11

Printed Name & Title **Raquel Hatter, Commissioner**

Agency Name **Department of Human Services**



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
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www.tn.gov/humanserv

**BILL HASLAM**  
GOVERNOR

**RAQUEL HATTER, MSW, Ed.D.**  
COMMISSIONER

**MEMORANDUM**

**TO:** Mark Emkes, Commissioner  
Department of Finance and Administration

**FROM:** Raquel Hatter, Commissioner  
Department of Human Services 

**DATE:** December 15, 2011

**SUBJECT:** Contract Management Plan for Calendar Year 2012

Pursuant to Tennessee Code Annotated §12-4-109(d) and Department of Finance and Administration administrative rule 0620-3-8-.04(2), attached is the Department of Human Services' Contract Management Plan for calendar year 2012. Also attached are ancillary documents related to the Department's service contracting activities, including a Service Contracts Coordinator Designation form and a Signature Certification and Authorization form for 2012.

Should you have any questions or require further information, please contact Sandra Gray at (615) 313-4794.

RH/DTG

Attachment

## **Contract Management Plan Calendar Year 2012 Department of Human Services**

This document summarizes the present infrastructural arrangement and process by which the Department of Human Services (DHS) will address the fundamentals of service contract management in Calendar Year 2012. DHS follows the Department of Finance and Administration's Office of Contract Review's *Service Contracting Manual*, Authority, Law, Rules, and Policy for all service procurements that fall within OCR's purview. As the implementation of Public Chapters 1098 and 295, which is likely to bring about significant permutation to procurement policy as it relates to professional services contracts, proceeds, DHS will comply with changes as they are announced.

### **Identification of Specific Contracting Needs and Contract Development**

Typically, program areas within DHS are responsible for identifying specific needs for which service contracts may be necessary. Once identified, the program works with the Department's budget office to determine if adequate funding is available to support the service procurement. Once the availability of funding has been predetermined, program staff work in collaboration with staff in the DHS Office of Procurement to develop the contract. Staff in the DHS Office of General Counsel assist in contract development as needed.

### **Invoice Receipting and Payments**

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### **Monitoring to Ensure Contract Compliance**

DHS staff in the respective program areas maintain the "official" contract files and determine that services delivered via professional service contracts comply with the terms and conditions of the respective contract. Selected service contracts are subject to formal on-site programmatic and limited-scope fiscal reviews by DHS' Program Review Section. DHS Fiscal Services staff also maintain a documentation file for each contract, and work in collaboration with program staff to monitor contract payments authorized by them. DHS fiscal staff ensure:

- strict compliance and adherence to payment rates and/or milestones;
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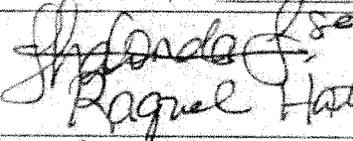
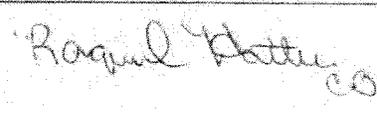
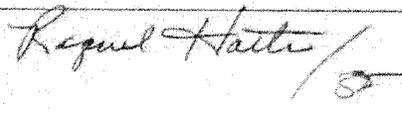
# Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2011
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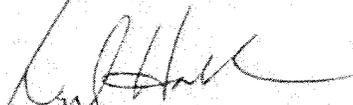
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Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed &amp; initialed by the authorized individual named</i>
Shalonda L. Cawthon, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Cheryl Booker, Administrative Assistant	
Zenola Diggs, Administrative Services Assistant	

*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

  
Raquel Hatter, Commissioner

AUG 27 2011

Printed Name, Title & Agency Department of Human Services

**RECEIVED**

By OCR at 9:55 am, Aug 24, 2011

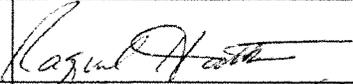
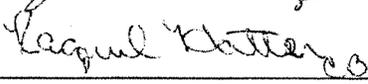
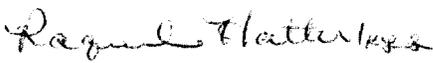
## Signature Certification & Authorization

for purposes of professional service contract & supporting documents

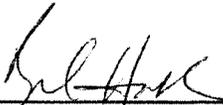
Calendar Year of Certification & Authorization(s)	2011	<b>VOID</b>
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This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until 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.

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>
Shalonda L. Cawthon, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Cheryl Booker, Administrative Assistant	
Karen Staten, Administrative Services Assistant	

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  2-18-11

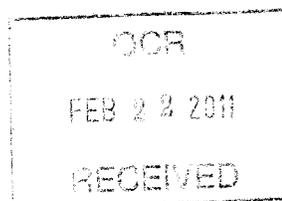
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Printed Name & Title **Raquel Hatter, Commissioner**

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Agency Name **Department of Human Services**

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**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
400 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165  
TTY: 1-800-270-1349  
[www.tn.gov/humanserv/](http://www.tn.gov/humanserv/)

**BILL HASLAM**  
GOVERNOR

**RAQUEL HATTER, MSW, Ed.D.**  
COMMISSIONER

**MEMORANDUM**

**TO:** Robert Barlow  
Director, Office of Contracts Review

**FROM:** Sandra Gray   
Director, Office of Procurement

**DATE:** February 22, 2011

**SUBJECT:** Revisions to Department of Human Services' Signature Certification & Authorization

Under cover of this memorandum is a revised Signature Certification & Authorization form which includes the sample agency head signature with initials for newly-appointed Deputy Commissioner Shalonda L. Cawthon. Please replace the form now on file with this revised one. If you should have questions, please feel free to contact me.

Thank you for your cooperation.

Attachment

## 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:	Sandra R. Gray
Address:	11 <sup>th</sup> Floor; Citizens Plaza Bldg.; 400 Deaderick Street; Nashville, TN 37243
Telephone:	(615) 313-4794
E-Mail:	<a href="mailto:Sandra.Gray@tn.gov">Sandra.Gray@tn.gov</a>

Agency Chief Executive  
Signature & Date

*Raquel Hatter* 1-18-11

Printed Name & Title: **Raquel Hatter, Commissioner**

Agency Name: **Department of Human Services**

**Contract Management Plan  
Calendar Year 2011  
Department of Human Services**

This document summarizes the present infrastructural arrangement and process by which the Department of Human Services (DHS) will address the fundamentals of service contract management in Calendar Year 2011. DHS follows the Department of Finance and Administration, Office of Contract Review's *Services Contracting Instruction Manual*, Authority, Law, Rules, and Policy for all service procurements that fall within OCR's purview.

**Identification of Specific Contracting Needs and Contract Development**

Typically, program areas within DHS are responsible for identifying specific needs for which service contracts may be necessary. Once identified, the program works with the Department's budget office to determine if adequate funding is available to support the service procurement. Once the availability of funding has been predetermined, program staff work in collaboration with staff in the DHS Office of Procurement to develop the contract. Staff in the DHS Office of General Counsel assist in contract development as needed.

**Invoice Receipting and Payments**

It is the responsibility of the DHS staffperson identified in the contract to receive contractor invoices for a given procurement and to confirm receipt of the contract deliverable prior to the initiation of payment. Once confirmed that the contract deliverable has been satisfied, staff in Fiscal Services process the invoice to release the funds in Edison, or in the case of interdepartmental contracts, via the journal voucher process.

**Monitoring to Ensure Contract Compliance**

DHS staff in the respective program areas maintain the "official" contract files and determine that services delivered via professional service contracts comply with the terms and conditions of the respective contract. Selected service contracts are subject to formal on-site programmatic and limited-scope fiscal reviews by DHS' Program Review Section. DHS Fiscal Services staff also maintain a documentation file for each contract, and work in collaboration with program staff to monitor contract payments authorized by them. DHS fiscal staff ensure:

- strict compliance and adherence to payment rates and/or milestones;
- the maximum liability of the contract is not exceeded; and
- recovery of disallowed payments.

## 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 authorized individual named</i>
Edward A. Lake, Deputy Commissioner	<i>Raquel Hatter /eal</i>
Sandy Troope, Executive Assistant	<i>Raquel Hatter /st</i>
Cheryl Booker, Administrative Assistant	<i>Raquel Hatter /cb</i>
Karen Staten, Administrative Services Assistant	<i>Raquel Hatter /ks</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

*Raquel Hatter* 1-18-11

Printed Name & Title

**Raquel Hatter, Commissioner**

Agency Name

**Department of Human Services**

## 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 authorized individual named)
Edward A. Lake, Deputy Commissioner	
Sandy Troope, Executive Assistant	
Cheryl Booker, Administrative Assistant	
Karen Staten, Administrative Services Assistant	

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

**AGENCY HEAD SIGNATURE & DATE:**

DEC 15 2009

**PRINTED NAME & TITLE:** Virginia T. Lodge, Commissioner

**DEPARTMENT OR AGENCY NAME:** Department of Human Services

## 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:** Sandra Gray

**ADDRESS:** 11<sup>th</sup> Floor Citizens Plaza Bldg.  
400 Deaderick St.  
Nashville, TN 37243-1403

**TELEPHONE:** 615-313-4794

**EMAIL:** [Sandra.Gray@tn.gov](mailto:Sandra.Gray@tn.gov)

**AGENCY HEAD SIGNATURE & DATE:**

DEC 15 2009

**PRINTED NAME & TITLE:** Virginia T. Lodge, Commissioner

**DEPARTMENT OR AGENCY NAME:** Department of Human Services

# ALTERNATE RFP COORDINATOR DESIGNATIONS

CALENDAR YEAR OF DESIGNATION: 2010

### NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

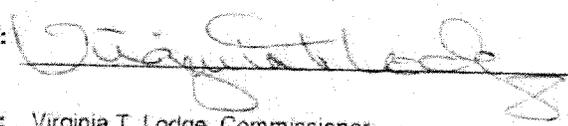
This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

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:	David Gilliam
TELEPHONE:	615-313-2270
EMAIL:	<a href="mailto:David.T.Gilliam@tn.gov">David.T.Gilliam@tn.gov</a>
NAME:	Ella Carroll
TELEPHONE:	615-313-4706
EMAIL:	<a href="mailto:Ella.Carroll@tn.gov">Ella.Carroll@tn.gov</a>
NAME:	Linda Geary
TELEPHONE:	615-313-2241
EMAIL:	<a href="mailto:Linda.Geary@tn.gov">Linda.Geary@tn.gov</a>

AGENCY HEAD SIGNATURE & DATE:  DEC 15 2009

PRINTED NAME & TITLE: Virginia T. Lodge, Commissioner

DEPARTMENT OR AGENCY NAME: Department of Human Services



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**PHIL BREDESEN**  
GOVERNOR

**VIRGINIA T. LODGE**  
COMMISSIONER

**MEMORANDUM**

**TO:** M.D. Goetz, Jr., Commissioner  
Department of Finance and Administration

**FROM:** Virginia T. Lodge, Commissioner *VTL*  
Department of Human Services

**DATE:** December 15, 2009

**SUBJECT:** Contract Management Plan for Calendar Year 2010

Pursuant to Tennessee Code Annotated §12-4-109(d) and Department of Finance and Administration administrative rule 0620-3-8-.04(2), attached is the Department of Human Services' Contract Management Plan for calendar year 2010. Also attached are ancillary documents related to the Department's service contracting activities, which include designation forms for Service Contract Coordinator and alternate RFP Coordinators, and a Signature Certification and Authorization form for 2010.

Should you have any questions or require further information, please contact Sandra Gray at (615) 313-4794.

VTI/DTA

Attachment

**Contract Management Plan  
Calendar Year 2010  
Department of Human Services**

This document summarizes the present infrastructural arrangement and process by which the Department of Human Services (DHS) will address the fundamentals of service contract management in Calendar Year 2010. DHS follows the Department of Finance and Administration, Office of Contract Review's *Services Contracting Instruction Manual*, Authority, Law, Rules, and Policy for all service procurements that fall within OCR's purview.

**Identification of Specific Contracting Needs and Contract Development**

Typically, program areas within DHS are responsible for identifying specific needs for which service contracts may be necessary. Once identified, the program works with the Department's budget office to determine if adequate funding is available to support the service procurement. Once the availability of funding has been predetermined, program staff work in collaboration with staff in the Contract Performance and Administration unit to develop the contract. Staff in the DHS Office of General Counsel assist in contract development as needed.

**Invoice Receipting and Payments**

It is the responsibility of the DHS staffperson identified in the contract to receive contractor invoices for a given procurement and to confirm receipt of the contract deliverable prior to the initiation of payment. Once confirmed that the contract deliverable has been satisfied, staff in Fiscal Services process the invoice to release the funds in Edison, or in the case of interdepartmental contracts, via the journal voucher process.

**Monitoring to Ensure Contract Compliance**

DHS staff in the respective program areas maintain the "official" contract files and determine that services delivered via service contracts comply with the terms and conditions of the respective contract. Selected service contracts are subject to formal on-site programmatic and limited-scope fiscal reviews by DHS' Program Review Section. DHS Fiscal Services staff monitor contract payments authorized, to ensure strict compliance and adherence to payment policies and rates and that the maximum liability of the contract is not exceeded, and to recover disallowed payments. DHS Fiscal Services also maintains a documentation file for each contract.