

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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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 & initialed by the <u>authorized individual</u> named</i>
Edward Jones, Deputy Director	
Jeff Puckett, Deputy Director	

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

Agency Chief Executive Signature & Date



Printed Name, Title & Agency Mark Gwyn, Director

Service Contracts Coordinator Designation

Calendar Year of Designation:	2015
--------------------------------------	-------------

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Heather Thorne
Address:	901 R.S. Gass Blvd., Nashville, TN 37216
Telephone:	615-744-4105
E-Mail:	Heather.Thorne@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

Mark Gwyn, Director

Agency Name

Tennessee Bureau of Investigation



BILL HASLAM
Governor

TENNESSEE BUREAU OF INVESTIGATION

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4000
TDD (615) 744-4001



MARK GWYN
Director

MEMORANDUM

TO: Charles Key, Business Analyst, Central Procurement Office

FROM: Heather Thorne, Professional Services Unit, TBI

DATE: February 10, 2015

SUBJECT: Annual Contract Management Plan, 2015

I. Introduction

The Tennessee Bureau of Investigation (TBI) is the primary criminal investigative agency for the State of Tennessee. It is accountable to the District Attorneys General and to the Judiciary for its performance of services and to the Executive and Legislative branches for support functions. In providing services in support of law enforcement throughout the state, its statutory responsibilities include the authorization to investigate any criminal violation upon the request of the District Attorney General for that judicial district. In addition, TBI assists local law enforcement agencies in joint investigations. TBI has been designated to coordinate the gathering, analysis, and dissemination of state and local criminal justice data to the Governor, General Assembly, and all law enforcement agencies. TBI also maintains the statewide computer network for criminal justice information and conducts classes for users of the network.

The TBI has original jurisdiction to conduct investigations of violations of drug offenses, fugitives from justice, acts of public corruption, official misconduct or misconduct by a public official, activities concerning organized crime, Medicaid provider fraud and abuse, Social Security fraud, domestic terrorism, and victimization of children by means of a computer or other electronic communications device.

The six major divisions of the TBI are the Criminal Investigation Division, the Drug Investigation Division, the Forensic Services Division, the Information Systems Division, Administrative Services Division, and the Training Division. The TBI is at the forefront of the application of new technologies to criminal



investigations, working to improve communication among other state and local law enforcement agencies, and providing more sensitive and accurate scientific examinations of evidence.

II. Scope

The Tennessee Bureau of Investigation operates on a yearly budget that is supplemented by funds and services received through various contracts and grants. In addition to funds received for equipment, the TBI also maintains agreements with other organizations through subrecipient relationships. The Administrative Services Division is responsible for providing technical and administrative support to all areas of the TBI. This includes public information, human resources, auditing, fiscal services, accreditation, and professional standards. All contracts, grants, and agreements are managed through the Administrative Services Division of the Tennessee Bureau of Investigation.

III. Organization

A. Specific staff positions

1. Director

The Director of the Tennessee Bureau of Investigation has the ultimate authority over any contractual relationship entered into, whether that contract concerns goods or services. All contracts must be approved through the Director's office, and only the Director has the authority to bind the TBI to contractual terms.

2. Deputy Director of Administration

The Deputy Director of Administration reports directly to the Director of the TBI. He/she reviews all requests for proposals and final contracts on all F&A requests.

3. Fiscal Director

The Fiscal Director holds a vast array of responsibilities designed to ensure that each division within the TBI is provided the resources and support necessary to function. One of these responsibilities is the purchasing and processing of all goods and services necessary for the TBI and it is this office that stores and maintains all contracts Bureau-wide.

4. Audit Director



It is the responsibility of the Audit Director to ensure that all contracts are compliant with applicable guidelines and that all subrecipients are monitored in order to ensure their compliance with any and all state and federal laws, rules and regulations.

5. Professional Standards Unit

The Professional Standards Unit is the Office of Legal Counsel for the TBI. It has the responsibility of drafting, reviewing, and consulting on all contracts and grants that are entered into by the Bureau.

a. Service Contract Coordinator

The Service Contract Coordinator is an attorney that is responsible for overseeing the processes for evaluating proposals and selecting contractors and grantees. Other duties of the Service Contract Coordinator include drafting effective agreements and managing contracts for the delivery of services either to the state or third party beneficiaries.

B. Resources

1. Director

The Director of the Tennessee Bureau of Investigation is the highest authority in the Bureau. All contracts must be approved through the Director's office, and only the Director has the authority to bind the Bureau to contractual terms. The Director has the entire Bureau at his disposal in order to accomplish whatever goals need to be achieved.

2. Deputy Director of Administration

The Deputy Director of Administration reviews all requests for proposals and final contracts on all F&A requests. He serves as the liaison between the Professional Standards Unit and the Director. He assists the Service Contract Coordinator with selecting evaluation teams, drafting RFP's, and consults with the Service Contract Coordinator regarding any issues that arise during the contracting process.

3. Fiscal Services Unit

The Fiscal Services Unit of the Tennessee Bureau of Investigation has oversight of all financial transactions concerning the Bureau. This Unit is further responsible for oversight and maintenance of the Property and Supply Unit. There are eleven (11) employees who are employed on a full-time basis to serve the needs of the Bureau.



4. Audit Director

The Audit Director is responsible for ensuring that the Bureau maintains compliance with all state and federal laws, rules and regulations. The Audit Director has access to assistance from any employee in any division of the Bureau in order to determine that compliance issues are being met.

5. Professional Standards Unit

The Professional Standards Unit maintains a staff of four (4) full-time attorneys and a full time office assistant. One (1) attorney is named the Service Contract Coordinator and assigned contract duties as a part of his/her job plan; however, contracts may be assigned to the other attorneys depending on priority and time constraints.

IV. Plan for Continuing Review, Supervision, and Compliance

A. Receipt of a contract or grant.

Once a request for a contract or grant is received, that documentation is forwarded to the Professional Standards Unit for review, consultation and drafting for legal issues. An attorney (Service Contract Coordinator) is assigned to handle that request, and it is that attorney who will be responsible for creating the necessary documentation and preparing it for review by the Director. If the documentation meets all necessary criteria, the Director grants his approval.

The attorney works in conjunction with the project coordinator, who provides the attorney with necessary information about the project to form the scope of services within the RFP and pro forma contract. Consequently, the project coordinator should have substantial knowledge about the subject matter. The attorney attends the pre-proposal conference with the project coordinator and assists the project coordinator in responding in writing to any questions asked by the proposers. The evaluation team, as chosen by the project coordinator, is made up of at least three other state employees that have substantial knowledge of the subject matter. The evaluation team using the formulas set out in the RFP, on the technical proposal and the cost proposal, evaluates all proposals submitted for consideration. Adherence to deadlines, as stated in the RFP schedule of events, is critical. Therefore, the attorney is responsible for reminding the project coordinator and evaluation team of upcoming deadlines and making sure that all deadlines are met. When the evaluation process is complete and the contract has been awarded, the contractor is asked to sign the contract and return it to the Contract Coordinator. As needed, the attorney may consult with the Deputy Director regarding issues



that arise during the contracting process.

B. Director's Approval.

The contract is presented to the Director for his approval and signature. If there are any questions or changes, the document is returned to the Professional Standards Unit for appropriate editing. The edited version is then returned to the Director for approval and signature.

C. Fiscal Services.

Fiscal Services prepares the contract summary sheets and reviews all documentation before the documents are submitted to the Office of Contract Review. Once the signed document has been sent to Finance and Administration, a fully executed copy is given to the Fiscal Services Director. A file is maintained on the agreement, both physically and electronically. Fiscal Services handles disbursements, if any, and maintains all documentation regarding the agreement.

D. Audit Director.

The Audit Director performs periodic checks on all agreements to ensure that compliance issues are being met, and to ensure that all agreements fall within state and federal requirements. Any irregularities discovered or reported are commemorated by memorandum and submitted for immediate rectification. The Audit Director informs the Director of any potential or possible issues with regard to any contracts or grants.

End of Memo.

HT/ht.

