



STATE OF TENNESSEE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
312 ROSA L, PARKS AVENUE
25th Floor
NASHVILLE, TENNESSEE 37243

BILL HASLAM
GOVERNOR

BILL GIBBONS
COMMISSIONER

MEMORANDUM:

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

FROM: Bill Gibbons, Commissioner
Department of Safety and Homeland Security

DATE: January 29, 2015

SUBJECT: Annual Contract Management Plan

Attached is the Annual Contract Management Plan for the Department of Safety and Homeland Security for the calendar year 2015. Also attached are the 2015 Signature Certification & Authorization and the Service Contracts Coordinator Designation forms.

If you have any questions, please contact Kippine Smith our Service Contract Coordinator at (615) 251-5238.

BG/ks

Attachments

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY
 CONTRACT MANAGEMENT PLAN FOR CALENDAR YEAR 2015
 FOR PROFESSIONAL SERVICES CONTRACTS**

Responsibility	Action
Requesting Division	The requesting division contacts Fiscal Services for assistance in the preparation of professional services contracts.
Fiscal Services Requesting Division	Fiscal Services and the requesting division determines the appropriate procurement method and contract language for the type of services to be procured. Requesting division and Fiscal Services will then release an RFP or seek approval to use some other procurement method. Once the RFP has been bid or an alternative procurement method is approved. Fiscal Services completes the contract and forwards a copy to the division for review.
Fiscal Services	After division review, Fiscal services notifies the requesting division of any changes and advises them to forward 2 original copies to vendor for approval and signatures.
Requesting Division	Requesting division forwards 2 original copies to the vendor for their signature, along with the W-9, if applicable, and Authorization Agreement for Automatic Deposit, if the vendor is not already on ACH.
Vendor	After the contract is signed by the vendor, all copies are returned to the division along with the completed W-9 and Authorization Agreement for Automatic Deposits, if applicable.
Fiscal Services	When a signed contract is received, Fiscal Services will obtain the signature of the Commissioner and include a Contract Supplement Sheet, and any applicable requests or RFP documentation and submit in Edison to Central Procurement for approval.
Central Procurement Office Review	The Central Procurement Office will obtain any additional approvals required and approve the contract in Edison.
Fiscal Services	Once the contract has gained all approvals, Fiscal will then execute the contract in Edison and send a copy to the vendor and the appropriate division.
Standard Review and Supervision of Contractor Performance, Progress, and Contract Compliance.	It is the responsibility of each division to ensure vendors are in compliance with the contract terms when service contracts are procured in their area. Each division should have a Project Manager in their area to review milestones and/or delivery terms as set forth in each contract prior to payment of invoices.

Fiscal Services


 Sonya Hadley, Budget Director

Approved:


 Bill Gibbons, Commissioner

Signature Certification & Authorization

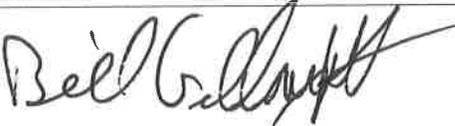
for purposes of professional service contracting documents

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 & initialed by the <u>authorized individual</u> named</i>
Roger Hutto, General Counsel	

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

 1/29/15

Printed Name, Title & Agency

Bill Gibbons, Commissioner

Department of Safety & Homeland Security

Service Contracts Coordinator Designation

Calendar Year of Designation:	2015
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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:	Kippine Smith
Address:	1150 Foster Ave. Nashville, TN 37243
Telephone:	615-251-5238
E-Mail:	Kippine.K.Smith@tn.gov

Agency Chief Executive
Signature & Date

Bill Gibbons 11/29/15

Printed Name & Title

Bill Gibbons, Commissioner

Agency Name

Tennessee Department of Safety and Homeland Security

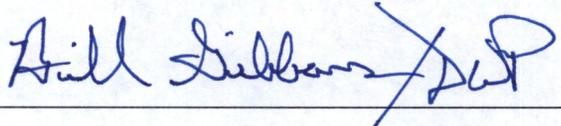
Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2014
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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.

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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>
Roger Hutto, General Counsel	
David Purkey, Assistant Commissioner and Homeland Security Advisor	
Rick Shipkowski, Deputy Homeland Security Advisor	

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

Bill Gibbons, Commissioner

Department of Safety & Homeland Security

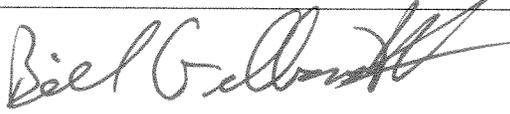
Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2014
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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.

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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>
Roger Hutto, General Counsel	

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

 11-6-13

Printed Name, Title & Agency

Bill Gibbons, Commissioner, Department of Safety & Homeland Security

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013
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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.

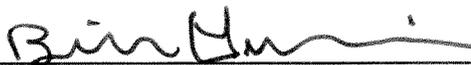
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Roger Hutto, General Counsel	

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

 11-6-13

Printed Name, Title & Agency

Bill Gibbons, Commissioner, Department of Safety & Homeland Security

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:	Kippine Smith
Address:	1150 Foster Ave. Nashville, TN 37243
Telephone:	615-251-5238
E-Mail:	Kippine.K.Smith@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

Bill Gibbons, Commissioner

Agency Name

**Tennessee Department of Safety and Homeland
Security**

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 <u>authorized individual</u> named</i>
Roger Hutto, General Council	

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

 12/24/11

Printed Name, Title & Agency

Bill Gibbons, Commissioner Department of Safety and
Homeland Security

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:	Sonya Hadley
Address:	23 rd Floor, TN Tower, 312 Rosa L. Parks Ave. Nashville, TN 37243
Telephone:	(615) 251-5292
E-Mail:	Sonya.Hadley@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

Bill Gibbons, Commissioner

Agency Name

TN Department of Safety and Homeland Security

Service Contracts Coordinator Designation

Calendar Year of Designation:

2012

VOID

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:	Coleman Hanna
Address:	23 rd Floor, TN Tower, 312 Rosa L. Parks Ave. Nashville, TN 37243
Telephone:	(615) 251-5292
E-Mail:	Coleman.Hanna@tn.gov

Agency Chief Executive
Signature & Date

Bill Gibbons 12/20/11

Printed Name & Title **Bill Gibbons, Commissioner**

Agency Name **TN Department of Safety and Homeland Security**



**STATE OF TENNESSEE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY**

312 ROSA L. PARKS AVENUE
23RD FLOOR
NASHVILLE, TN 37243

BILL HASLAM
GOVERNOR

BILL GIBBONS
COMMISSIONER

MEMORANDUM

TO: Robert Barlow, Director of Office of Contract Review
Department of Finance and Administration

FROM: Bill Gibbons, Commissioner
Department of Safety and Homeland Security

DATE: December 21, 2011

SUBJECT: Contract Authority Documents

Attached is the Annual Contract Management Plan for the Department of Safety and Homeland Security for the calendar year 2012 per the requirements of T.C.A. 12-4-109(d). Also attached are the 2012 Signature Certification & Authorization and the Service Contracts Coordinator Designation forms.

The Department of Safety and Homeland Security has contracted with Shared Services Solutions to provide administrative services, including service contract support, to the Office of Homeland Security. Attached are the Office of Homeland Security contract authority documents as part of the annual submission.

If you have any questions, please contact Coleman Hanna, our Service Contract Coordinator at (615) 251-5292.

BG/ch

Attachments

**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY
ANNUAL MANAGEMENT CONTRACT PLAN
FOR PROFESSIONAL SERVICES CONTRACTS**

Responsibility	Action
Requesting Division	The requesting division contacts Fiscal Services for assistance in the preparation of a professional service contract.
Fiscal Services Requesting Division	Fiscal Services and the requesting division determine the appropriate contract and language for the type of services to be procured. Requesting division completes the contract and forwards a copy to Fiscal Services for review.
Fiscal Services	Notifies the requesting division of any changes and advises them to forward 2 original copies to vendor for approval and signatures.
Requesting Division	Requesting division forwards 2 original copies to the vendor for their signature, along with the Service Provider Registration, if applicable, and Authorization Agreement for Automatic Deposit, if the vendor is not already on ACH.
Vendor	After the contract is signed by the vendor, all copies are returned to the division along with the completed Service Provider Registration and Authorization Agreement for Automatic Deposits, if applicable.
Fiscal Services	When a signed contract is received, Fiscal Services will obtain the signature of the Commissioner and enter contract information into Edison. A PDF version of the contract is entered into Edison. Vendor Registration Forms and Completed Authorization Agreement for Automatic Deposit forms are sent to F&A as needed.
F & A Office of Contract Review	Approvals for Office of Contract Review & Comptroller are done in Edison.
Fiscal Services	Two copies of the contract will be disseminated to the requesting Division. The requesting division will forward a copy to the vendor.
Standard Review and Supervision of Contractor Performance, Progress, and Contract Compliance.	It is the responsibility of each division to ensure vendors are in compliance with the contract terms when service contracts are procured in their area. Each division should have a Project Manager in their area to review milestones and/or delivery terms as set forth in each contract prior to approving invoices.

Fiscal Services


 Bill Hodge, Director

Approved:


 Bill Gibbons, Commissioner

Signature Certification & Authorization

for purposes of professional service contract & supporting 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 authorized individual named</i>
Roger Hutto, General Council	

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

 1/27/11

Printed Name & Title

Bill Gibbons, Commissioner

Agency Name

TN Department of Safety

Service Contracts Coordinator Designation

Calendar Year of Designation:

2011

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:	Coleman Hanna
Address:	Fiscal Services, 1150 Foster Ave., Nashville, TN 37243
Telephone:	(615) 251-5292
E-Mail:	Coleman.Hanna@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title **Bill Gibbons**

Agency Name **TN Department of Safety**

**TENNESSEE DEPARTMENT OF SAFETY
ANNUAL MANAGEMENT CONTRACT PLAN
FOR PROFESSIONAL SERVICES CONTRACTS**

Responsibility	Action
Requesting Division	The requesting division contacts Fiscal Services for assistance in the preparation of a professional service contract.
Fiscal Services Requesting Division	Fiscal Services and the requesting division determine the appropriate contract and language for the type of services to be procured. Requesting division completes the contract and forwards a copy to Fiscal Services for review.
Fiscal Services	Notifies the requesting division of any changes and advises them to forward 2 original copies to vendor for approval and signatures.
Requesting Division	Requesting division forwards 2 original copies to the vendor for their signature, along with the Service Provider Registration, if applicable, and Authorization Agreement for Automatic Deposit, if the vendor is not already on ACH.
Vendor	After the contract is signed by the vendor, all copies are returned to the division along with the completed Service Provider Registration and Authorization Agreement for Automatic Deposits, if applicable.
Fiscal Services	When a signed contract is received, Fiscal Services will obtain the signature of the Commissioner and enter contract information into Edison. A PDF version of the contract is entered into Edison. Vendor Registration Forms and Completed Authorization Agreement for Automatic Deposit forms are sent to F&A as needed.
F & A Office of Contract Review	Approvals for Office of Contract Review & Comptroller are done in Edison.
Fiscal Services	Two copies of the contract will be disseminated to the requesting Division. The requesting division will forward a copy to the vendor.
Standard Review and Supervision of Contractor Performance, Progress, and Contract Compliance.	It is the responsibility of each division to ensure vendors are in compliance with the contract terms when service contracts are procured in their area. Each division should have a Project Manager in their area to review milestones and/or delivery terms as set forth in each contract prior to payment of invoices.

Fiscal Services



Bill Hedge, Director

Approved:



Bill Gibbons, Commissioner

SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:

2010

EXPIRED

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 <small>(sample of agency head's name as it will be signed & initialed by the authorized individual named)</small>
Roger Hutto, General Council	

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

AGENCY HEAD SIGNATURE & DATE:

Dave Mitchell

12/21/09

PRINTED NAME & TITLE: Dave Mitchell, Commissioner

DEPARTMENT OR AGENCY NAME: Safety

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: Coleman Hanna

ADDRESS: Fiscal Services, 1150 Foster Ave. Nashville, TN 37243-1000

TELEPHONE: (615) 251-5292

EMAIL: Coleman.Hanna@tn.gov

AGENCY HEAD SIGNATURE & DATE:



12/21/09

PRINTED NAME & TITLE: Dave Mitchell, Commissioner

DEPARTMENT OR AGENCY NAME: Safety

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: Cynthia Stewart

TELEPHONE: (615) 251-5338

EMAIL: Cynthia.stewart@tn.gov

NAME: Edwin Mimms

TELEPHONE: (615) 251-5239

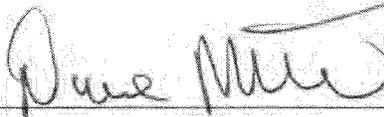
EMAIL: Edwin.Mimms@tn.gov

NAME: Shannon Hall

TELEPHONE: (615) 251-5170

EMAIL: Shannon.Hall@tn.gov

AGENCY HEAD SIGNATURE & DATE:



12/21/09

PRINTED NAME & TITLE: Dave Mitchell, Commissioner

DEPARTMENT OR AGENCY NAME: Safety

**TENNESSEE DEPARTMENT OF SAFETY
ANNUAL MANAGEMENT CONTRACT PLAN
FOR PROFESSIONAL SERVICES CONTRACTS**

Responsibility	Action
Requesting Division	The requesting division contacts Fiscal Services for assistance in the preparation of a professional service contract.
Fiscal Services Requesting Division	Fiscal Services and the requesting division determine the appropriate contract and language for the type of services to be procured. Requesting division completes the contract and forwards a copy to Fiscal Services for review.
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F & A Office of Contract Review	Approvals for Office of Contract Review & Comptroller are done in Edison.
Fiscal Services	Two copies of the contract will be disseminated to the requesting Division. The requesting division will forward a copy to the vendor.
Standard Review and Supervision of Contractor Performance, Progress, and Contract Compliance.	It is the responsibility of each division to ensure vendors are in compliance with the contract terms when service contracts are procured in their area. Each division should have a Project Manager in their area to review milestones and/or delivery terms as set forth in each contract prior to payment of invoices.

Fiscal Services



Bill Hedge, Director

Approved:



Dave Mithcell, Commissioner

12/31/29