

Department of Transportation Contract Management Plan
Calendar Year 2015

The Department of Transportation has various offices submitting contracts through the Department of General Services, Central Procurement Office, for approval. Each of these offices will submit contracts and amendments to the Department of Transportation Finance and Legal Offices for review. Once approved by the Legal Office, each contract is forwarded to the Commissioner for signature and upon execution, it is forwarded to the Central Procurement Office via Edison for consideration and approval.

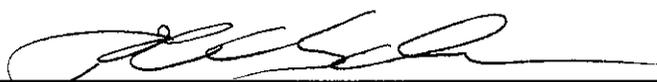
Each of the program areas is responsible for reviewing contractor performance in terms of progress and compliance with the provisions of the contract. The program areas maintain records on the contracts as needed. Each program area is responsible for the evaluation of contract results in terms of meeting departmental objectives. Each program area is also responsible for verifying information on the contractor's invoices prior to submission to the Finance Office for payment.

The Legal Office for the Department assists the program areas in using appropriate legal language in the contracts. The General Counsel or other designated attorney in the Legal Office approves the contracts for form and legality prior to the signing of the contract by the Commissioner.

The Finance Office for the Department verifies that information on the invoices is correct per established federal and state regulations. The Finance Office works closely with the program areas to ensure that invoices are correct and are processed in a timely matter.

The Contract Management Plan for the Department of Transportation for the 2015 calendar year is being filed in accordance with the Central Procurement Office's Rule 0690-03-01-.27(3) and is approved by:

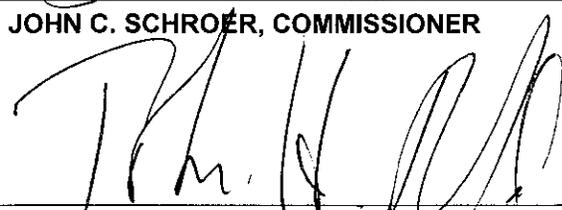
DEPARTMENT OF TRANSPORTATION:



JOHN C. SCHROER, COMMISSIONER

FEB 02 2015

DATE



**JOHN REINBOLD, GENERAL COUNSEL
APPROVED AS TO FORM AND LEGALITY**

1/29/15
DATE

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:	Victoria P. Hassinger
Address:	505 Deaderick Street, Suite 300, Dept. of Transportation, Legal Office, J.K. Polk Bldg., Nashville, TN 37243
Telephone:	615-532-3508
E-Mail:	Victoria.hassinger@tn.gov

Agency Chief Executive
Signature & Date



NOV 12 2014

Printed Name & Title **John C. Schroer, Commissioner**

Agency Name **Department of Transportation**

Signature Certification & Authorization

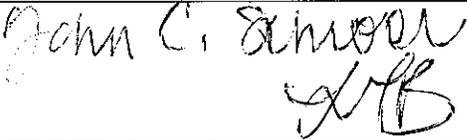
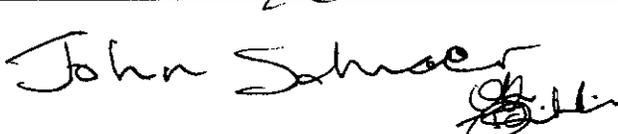
for purposes of professional service contracting documents

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.

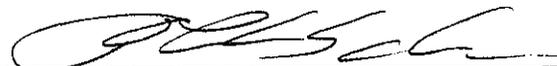
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the authorized individual named</i>
Lyndsay Botts, Chief of Staff	
Paul D. Deggs, P.E., Deputy Commissioner, Chief Engineer	
Joseph Galbato, Deputy Commissioner, Chief Financial Officer, Chief of Administration	
Adetokunbo Omishakin, Deputy Commissioner/Chief of Environment and Planning	

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

John C. Schroer, Commissioner of Department of Transportation

NOV 12 2014

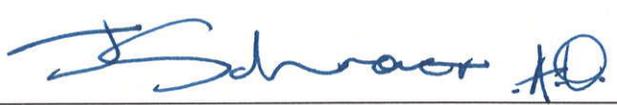
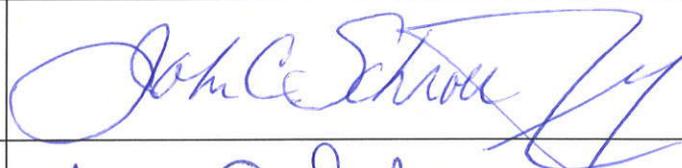
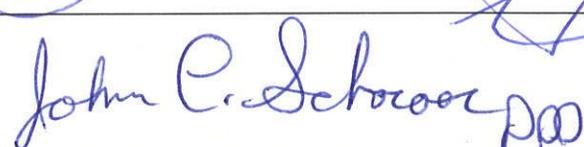
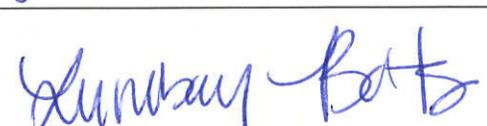
Signature Certification & Authorization

for purposes of professional service contracting documents

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

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>
Adetokunbo Omishakin, Assistant Commissioner/Chief of Environment and Planning	
Joseph Galbato, Deputy Commissioner, Chief Financial Officer	
Paul D. Deggs, P.E., Deputy Commissioner, Chief Engineer	
Lyndsay Botts, Chief of Staff	

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



NOV 01 2013

Printed Name, Title & Agency

John C. Schroer, Commissioner, IDOT

Department of Transportation Contract Management Plan
Calendar Year 2014

The Department of Transportation has various offices submitting contracts through the Department of General Services, Central Procurement Office, for approval. Each of these offices will submit contracts and amendments to the Department of Transportation Finance and Legal Offices for review. Once approved by the Legal Office, each contract is forwarded to the Commissioner for signature and upon execution it is forwarded to the Central Procurement Office.

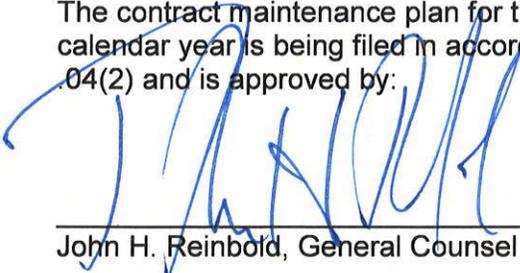
Each of the program areas are responsible for reviewing contractor performance in terms of progress and compliance with the provisions of the contract. The program areas maintain records on the contracts as needed. Each program area is responsible for the evaluation of contract results in terms of meeting departmental objectives. Each program area is also responsible for verifying information on the contractor's invoices prior to submission to the Finance Office for payment.

The Legal Office for the Department assists the program areas in using appropriate legal language in the contracts. The General Counsel or other designated attorney in the Legal Office approves the contracts for form and legality prior to the signing of the contract by the Commissioner.

The Finance Office for the Department verifies that information on the invoices is correct per established federal and state regulations. The Finance Office works closely with the program areas to ensure that invoices are correct and are processed in a timely matter.

The following pages provide additional information concerning contracting activities.

The contract maintenance plan for the Department of Transportation for the 2014 calendar year is being filed in accordance with and F&A Rules, Chapter 0620-03-08-.04(2) and is approved by:



John H. Reinbold, General Counsel

10/29/2013
Date



John C. Schroer, Commissioner

NOV 01 2013
Date

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014
--------------------------------------	-------------

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:	Victoria P. Hassinger
Address:	505 Deaderick Street, Suite, Dept. of Transportation, Legal Office, J.K. Polk Bldg Nashville, TN 37243
Telephone:	615-532-3508
E-Mail:	Victoria.hassinger@tn.gov

Agency Chief Executive
Signature & Date



NOV 01 2013

Printed Name & Title

John C. Schroer, Commissioner

Agency Name

Department of Transportation

Signature Certification & Authorization

for purposes of professional service contracting documents

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

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>
Paul D. Degges, Deputy Commissioner and Chief Engineer	
Adetokunbo Omishakin, Assistant Commissioner/Chief of Environment and Planning	
Joseph Galbato, III, Deputy Commissioner/Chief Financial Officer	
Scott C. Black, Chief Operating Officer	

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

 DEC 06 2012

Printed Name, Title & Agency John C. Schroer, Commissioner

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
-------------------------------	------

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:	Victoria P. Hassinger
Address:	Division of Legal Services, JK Polk Bldg., Suite 300, 505 Deaderick Street, Nashville, TN 37243
Telephone:	615-532-3508
E-Mail:	Victoria.hassinger@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title **John C. Schroer, Commissioner**

Agency Name **Department of Transportation**

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2012
---	-------------

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>
Paul D. Degges, Deputy Commissioner	
Joseph Galbato, Deputy Commissioner	
Adetokunbo (Toks) Omishakin, Assistant Commissioner	
Lyndsay Botts, Chief of Staff	

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 John C. Schroer, Commissioner
Department of Transportation

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:

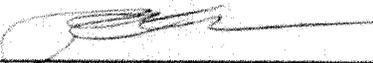
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	Victoria Hassinger
Address:	3 rd Floor, James K. Polk Building
Telephone:	615-532-3508
E-Mail:	victoria.hassinger@tn.gov

Agency Chief Executive
Signature & Date

 DEC 1 2011

Printed Name & Title **John C. Schroer, Commissioner**

Agency Name **Tennessee Department of Transportation**

Department of Transportation Contract Management Plan
Calendar Year 2012

The Department of Transportation has various offices submitting contracts through the Department of General Services, Central Procurement Office for approval. Each of these offices will submit contracts and amendments to the Department of Transportation Finance and Legal Offices for review. Once approved by the Legal Office, each contract is forwarded to the Commissioner for signature, and upon execution it is forwarded to the Central Procurement Office.

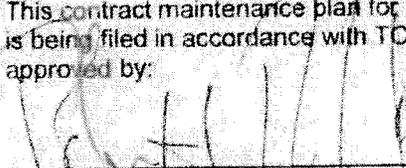
Each of the program areas are responsible for reviewing contractor performance in terms of progress and compliance with the provisions of the contract. The program areas maintain records on the contracts as needed. Each program area is responsible for the evaluation of contract results in terms of meeting departmental objectives. Each program area is also responsible for verifying information on the contractor's invoices prior to submission to the Finance Office for payment.

The Legal Office for the Department assists the program areas in using appropriate legal language in the contracts. The General Counsel or other designated attorney in the Legal Office approves the contracts for form and legality prior to the signing of the contract by the Commissioner.

The Finance Office for the Department verifies that information on the invoices is correct per established federal and state regulations. The Finance Office works closely with the program areas to ensure that invoices are correct and are processed in a timely matter.

The following pages provide additional information concerning contracting activities.

This contract maintenance plan for the Department of Transportation for the 2012 calendar year is being filed in accordance with TCA 12-4-109(d) and F&A Rules, Chapter 0620-3-8 and is approved by:



John H. Reinbold, General Counsel

12/5/11

Date



John C. Schroer, Commissioner

DEC 13 2011

Date

TENNESSEE DEPARTMENT OF TRANSPORTATION DIVISION'S RESPONSIBILITIES

All Divisions of the Department of Transportation (TDOT) are responsible for issuing grants or contracts (grants and contracts hereinafter referred to as contracts). The following divisions are required to submit contracts utilizing the Central Procurement Office approved templates:

- Civil Rights
- Environmental
- Finance
- Governor's Highway Safety Office
- Human Resources
- Information Technology
- Maintenance
- Multimodal
- Planning

When a Division needs to issue a contract, that Division will obtain the appropriate project number and speed chart from the TDOT Programming Office and confirm funding availability with the TDOT Finance Office. After these steps are completed, the Division will prepare a draft of the contract and submit to the TDOT Legal Division (Contract Review Section) for review.

The Contract Review Section notifies the Division of any needed changes and advises if any additional documentation may be required (rule exceptions, endorsements, and other Central Procurement Office request forms). After final review by the Contract Review Section, the Division shall obtain signatures from the contractor.

When contractor signatures are obtained, the Division completes the contract packet and submits through TDOT for final approval and TDOT signatures: Division/Director/Finance/Legal/Bureau Chief/Commissioner.

Each Division is responsible for entering the signed contracts into the Edison system. It is the Division's responsibility to ensure that the contractor is registered in the Edison system. After the Central Procurement Office and the Comptroller approves the contract in Edison, the Division will execute the contract and send a copy of the fully executed contract to the contractor.

The Division is responsible to ensure contractors are in compliance with contract terms and conditions. Each Division is responsible for reviewing and entering invoices into Edison.