

BOE - P - 08 - Environment and Conservation Services Contract Management 06/30/2025
Procedures for Executing Work Orders/Managing the Environmental and Conservation Services Contract

DISCLAIMER: This document is policy only and does not create legal rights or obligations. It is intended to provide division staff guidance on how to apply decisions, procedures and practices pertaining to the internal operation or actions of the division. Decisions affecting the public, including the regulated community, in any particular case will be made applying applicable laws and regulations to the specific facts. Mention of trade names or commercial products does not constitute an endorsement or recommendation for use.

EFFECTIVE DATE: JUNE 30, 2025

SIGNATURES:

A handwritten signature in blue ink, appearing to read "Ronné Adkins".

Ronné Adkins/Deputy Commissioner

A handwritten signature in blue ink, appearing to read "Pat Flood".

Pat Flood (Jun 30, 2025 17:06 CDT)

Patrick J. Flood/Preparer

A handwritten signature in blue ink, appearing to read "Elaine Boyd".

Elaine Boyd/Reviewer

Purpose

The purpose of this document is to outline procedures to initiate and manage Work Orders under TDEC's Environmental and Conservation Services Contract and to do so in a manner consistent throughout the Department. Further, these procedures have been established to ensure that work under this contract is performed such that proper financial practices are followed and that the public's trust in TDEC's contracting may be maintained.

Pre-Work Order Communication

Communication being critical to the success of any work effort, it is encouraged that managers reach out to the contractor's Civil and Environmental Consultants (CEC) Project Manager (Chris Catron, ccatron@cecinc.com, 615-333-7797) prior to initiating a Work Order. The purpose of this is to discuss scope, level of effort, timing, and resource availability to both assist CEC in managing workload as well as to inform the TDEC Project Manager of any information that may impact work delivery. It will also provide an opportunity for CEC to communicate to TDEC any information that may be relevant to the scope or budget of the effort (such as difficulty in obtaining the Government Rate for lodging in certain areas of Tennessee).

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It is further recommended that Project Managers work with CEC to establish a budget for discreet tasks or a reasonable cap for Time and Material efforts.

Generation of Work Order Form

Attached is a blank Work Order form containing basic guidelines for information that needs to be inserted into the Work Order form. Most of the information requirements are straightforward. Although the Division establishing a Work Order is free to create whatever Work Order Number they wish as long as it provides a unique identifying number, it is suggested that the Work Order Number be created as noted on the attached form. The suggested format for a Work Order Number is WO #327XX-Date, where XX is the allotment code for the Division creating the Work Order Number and the date is in an eight-digit format for the day the Work Order is established. For example, for the Bureau of Environment to establish a Work Order Number on April 1st of 2023, the recommended Work Order Number would be WO #32730-04012023.

In the Funding section, please provide as much information as needed to assist accounting with attaching funds to work efforts. Generally, this will simply be inserting a Speedchart Number for Divisional work, but additional information would likely be required for federal or Inter-Departmental work efforts. Please contact Pat Flood or Scott Grammer (Scott.Grammer@tn.gov or 615-712-0728) for additional guidance on information that may need to be provided.

Please note that in the section on Approval Process, the name of a Division Director will need to be added, and the name of the Deputy Commissioner will need to be selected (if the options change, a revision to this document will be issued). Please note that the Work Order form has cells highlighted in yellow. These cells need information provided by the person filling out the form. Please remove yellow highlighting (by selecting the No Fill option for highlighting) before finalizing the form. The gray highlighting is part of the form and should not be removed. Also, prompts for information are provided in the yellow highlighted cells, with additional information being provided in cell notes.

Note that electronic signatures will need to be added to the printed names to document their approval, but Kim Ridings has created a process and supporting forms for this. Please forward the Excel form to Pat Flood, who will review the form and forward to Kim for processing. The Work Order form should not be forwarded to Pat Flood until all necessary information has been provided. After execution, a copy of the Work Order will be sent to CEC and to the Project Manager (others can be copied, too, just let Pat Flood and Kim Ridings know who else needs to be copied). The Work Order is not considered executed until electronic signatures for all signatories are provided. If Divisions prefer to manage routing the form for signatures, that is fine but please remember to copy Kim and Pat so that they have copies of the executed form in their records.

Amending Work Order Forms

Work Orders are to be amended using the section titled "Complete for Amendments Only". In this section, please note the sections of the Work Order form that are being amended. For instance, where the amendment changes the End Date of the Work Order, please note under "THIS Amendment Only" that the amendment changes the End Date by adding language similar to "Amendment X to Change Original End Date of XX/YY/YYYY to New End Date of AA/BB/CCCC" so that what was changed under this amendment is clear to the reader. For cost changes, additional lines in the budget section can be used to show the amended (added) dollar values. Amended Work Orders require the same signatures as the original Work Order and should be sent around for electronic signature after all necessary information has been provided. Similar to the original Work Order, please modify the Excel Work Order form and send it to Pat Flood for processing. Also as with the original Work Order, the amendment is not considered executed until all signatures have been obtained. It is recommended that any part of the Work Order that is added or changed as a result of an Amendment be bolded (or similar) so that the parts of the Work Order that are changed by the Amendment are readily apparent.

Invoicing

CEC invoices will be sent to the Work Order Project Manager for review and approval. From now on, Procurement requires that all Purchase Orders (PO's) be set up by Kim Ridings. Approved CEC invoices should be processed in accordance with the procedures used under the previous contract, with a copy of the invoice being sent to Kim Ridings (kim.ridings@tn.gov). If no previous procedure exists for processing and payment, invoices may be sent to Kim for processing and payment. Other suitable processes are acceptable as well, as long as Kim is copied on approved invoices. Please note that it is critically important that a copy of all invoices be sent to Kim so that tracking of the overall contract expenditures can be performed.

Year End

Please be aware that Fiscal Year End is very challenging. As Fiscal Year End approaches, procedures will be sent out to Project Managers. It is the goal of Fiscal Year End to generate and approve invoices within about a week of the end of the fiscal year. This will require close coordination between Project Managers and CEC. There will be situations where obtaining approved invoices is not possible, in which case these charges will need to be accrued. Procedures for accruals will also be sent out as year-end approaches. Please remember that the State of Tennessee ends its fiscal year on June 30th.

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Project Close-Out

Upon completion of all project activities, including invoice processing and payment, notification of completeness should be sent to Kim Ridings so she can work with accounting to deactivate the effort.

Revision Number	Date	Brief Summary of Change
0	June 30, 2025	Original Issue