

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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

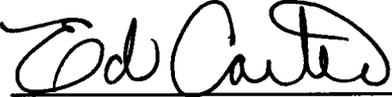
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Steve Patrick Assistant Executive Director	
Barry Sumners Assistant Executive Director	
Lisa Crawford Legal Assistant/Svc Procurement Coor.	
Fred Egger Administrative Assistant/Procurement Administrator (Commodities)	

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

 12/1/2014

Printed Name, Title & Agency

Ed Carter, Executive Director, TN Wildlife Resources Agency

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Lisa Crawford
Address:	UPSP: PO Box 40747, Nashville, TN 37204 Messenger Mail: TWRA Legal Office, Ellington Agricultural Center
Telephone:	615-781-6606
E-Mail:	Lisa.Crawford@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

Ed Carter, Executive Director

Agency Name

Tennessee Wildlife Resources Agency



TENNESSEE WILDLIFE RESOURCES AGENCY

ELLINGTON AGRICULTURAL CENTER
P. O. BOX 40747
NASHVILLE, TENNESSEE 37204

December 1, 2014

Kaci Stewart
Central Procurement Office
Office of Contracts Review
Wm. R. Snodgrass TN Tower, 3rd Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102

RE: Contract Management Plan

Dear Ms. Stewart:

I have enclosed the approved contract management plan for the Tennessee Wildlife Resources Agency for the upcoming calendar year. The plan meets the requirements of F&A Rule 0620-3-8-.04.

Sincerely yours,

Ed Carter
Executive Director

enclosure

/lc

The State of Tennessee

AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER

Tennessee Wildlife Resources Agency
Contract Management Plan

January 1, 2015 – December 31, 2015

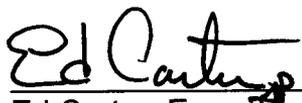
Standard Review and Supervision of Contract Performance, Progress and Contract Compliance

TWRA will employ several tools for reviewing contractor compliance due to the varying nature of the agency's contracts. Contract administrators will maintain telephone contact with vendors and review progress reports. When feasible, random site inspections will be made. Contract administrators will maintain a log of all contact with the vendor during the duration of the contract.

In compliance with Executive Order #41, illegal immigrant attestation forms for contracts with non-governmental entities will be renewed on a semi-annual basis.

Final invoices will not be processed until the final report is received from the contractor and has been reviewed and approved by the contract administrator.

Approved:

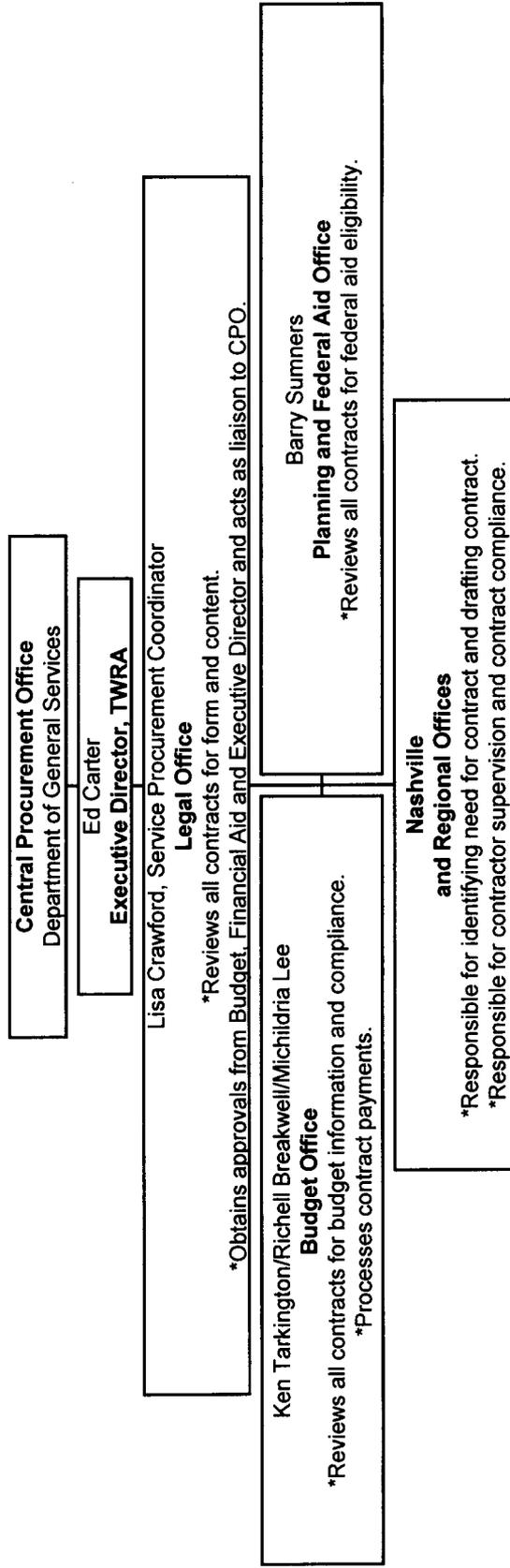


Ed Carter, Executive Director



Date

Tennessee Wildlife Resources Agency
Contract Management Plan
January 1, 2015 - December 31, 2015



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Lisa Crawford Legal Assistant/Svc Procurement Coord.	

add rows to the schedule as necessary

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Agency Chief Executive Signature & Date

 11/2/13

Printed Name, Title & Agency

Ed Carter, Executive Director, TN Wildlife Resources Agency