SECRETARY OF STATE
CONTRACT MANAGEMENT PLAN
CALENDAR YEAR 2014

This contract management plan is intended to address the general management of service contracts initiated and administered within the Secretary of State's Office. The provisions of this plan are intended to ensure the effective coordination of the contract process and to ensure the segregation of contract duties as personnel and resources permit. To accomplish these objectives, the following functions and duties have been assigned as follows:

Program Development

Program development is the responsibility of the division director requesting the contractual service. It is the responsibility of the division director to determine the contracts that are necessary for the operation of their division and to draft those contracts in accordance with all state laws, rules and regulations and any federal regulations that may govern the funding program. It is the division director's responsibility to review the contract performance in terms of progress and compliance with contract provisions, to communicate with contractors to ensure maximum performance and intended results, and to ensure that all eligible expenditures have been documented by the contractor. It is the division director's responsibility to approve requests for payment for acceptable work whether partial or final.

Fiscal Management

The Division of Fiscal and Administrative Services of the Secretary of State's Office is responsible for reviewing the contract for completeness and for determining that adequate funds for contracts are available within the division's budget. This office also assists the General Counsel to ensure that all state laws, rules and regulations are appropriately reflected in the contract. This office reviews and processes requests for payments against contracts that have been properly approved, billed at established rates and conform to provisions established in the contract. This office will also perform sub-recipient monitoring if required. Under the general supervision of the Director, these duties have been assigned to the Assistant Director and the Assistant Fiscal Coordinator.

Legal Review

The General Counsel for the Department of State will act as the Contract Coordinator. It is the responsibility of the General Counsel to ensure that all state laws, rules and regulations are appropriately reflected in the contract. The General Counsel will review all contracts prior to the Secretary of State's signature.

Approved:

Tre Hargett, Secretary of State

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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Mary Beth Thomas General Counsel	Tre Hargett by MaryBeth Thomas POA
Rose Case Director, Fiscal & Administrative Services Division	Tre Hargett RC

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 Tre Hargett 1/2/14

Printed Name, Title & Agency **Tre Hargett, Secretary of State, Department of State**