Department of Commerce and Insurance
Annual Contract Management Plan
For Calendar Year 2014

Service Contract Coordinator

The Department of Commerce and Insurance ("Department") has designated a Service Contract Coordinator responsible for the Department's professional service procurements and contracts in accordance with Tenn. Comp. R. & Regs. 0620-03-8-.04(2) and Professional Service Contracting Policy .02d. The Service Contracting Coordinator is responsible for communicating with Central Procurement, Finance and Administration, and the Comptroller of Treasury, and providing information to key Department management and staff regarding procurement and contract requirements. The Service Contract Coordinator also serves as the Department's primary RFP Coordinator and is responsible for those tasks set forth in Professional Service Contracting Policy .03a-1a.

Program Areas

Each program area within the Department is responsible for identifying its service contract requirements and coordinating procurement initiatives with the Service Contract Coordinator and Fiscal Services in order to determine available funding and the appropriate procurement method. Program areas are also responsible for assigning a contract or project manager for each contract which has been entered in order to monitor contractor performance, ensure that all increments of service have been completed prior to approval of invoices, and that contractor payments do not, in any event, exceed the applicable maximum liability of the State for services. Program areas are responsible for advising Fiscal Services and the Office of Legal Counsel in the event any compliance or funding issues arise during the contract term.

Office of Legal Counsel

The Office of Legal Counsel shall be responsible for assigning RFS numbers, coordinating procurement of professional services contracts, and review of all Department contracts and procurements to ensure compliance with applicable laws, rules, and policies. Program attorneys shall assist the program area(s) for which they provide legal support to ensure compliance with contract requirements.

Fiscal Services

Fiscal Services makes all final determinations regarding budget and funding relating to service contracts and procurements. Fiscal Services also monitors expenditures and contractor payments to ensure that that have been authorized by appropriate program area staff and that established State contract liability is not exceeded.

APPROVED BY:

Julie M. McPeak 12/11/13

Julie M. McPeak, Commissioner 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:	Dan Birdwell
Address:	Department of Commerce and Insurance 500 James Robertson Pkwy. Davy Crockett Tower Nashville, TN 37243-0565
Telephone:	(615) 532-3589
E-Mail:	dan.m.birdwell@tn.gov

Agency Chief Executive Signature & Date Julie Mix McPeak

Printed Name & Title Julie Mix McPeak, Commissioner

Agency Name Department of Commerce and Insurance

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*
Steven Majchrzak, Deputy Commissioner	Julie Mix McPeak SM
Robert Lee Wright, Chief Fiscal Officer	Julie Mix McPeak RLW
Bill White, Budget Director	Julie Mix McPeak WHW

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 Julie Mix McPeak 12/11/13

Printed Name, Title & Agency