SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:	2011

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

This *Signature Certification & Authorization* (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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 hereby declare the following individuals to be authorized signatories permitted to sign ALL service contracts and associated service procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

NAME AND TITLE	SAMPLE SIGNATURE WITH INITIALS (sample of agency head's name as it will be signed & initialed by the authorized individual named)
Elizabeth A. Sykes, Director	Elizabeth A Sykes EAS

I WILL SIGN ALL SERVICE CONTRACT DOCUMENTS AND RELATED COMMUNICATIONS IN THE FOLLOWING MANNER:

AGENCY HEAD SIGNATURE & DATE: Elizabeth A. Sykes 02/15/2011

PRINTED NAME & TITLE: Elizabeth A. Sykes, Director

DEPARTMENT OR AGENCY NAME: Administrative Office of the Courts

SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2011

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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 F&A Office of Contracts Review (OCR), communications on behalf of my agency with OCR staff should be limited to those from the designated *Service Contracts Coordinator*.

I hereby designate the following person as the *Service Contracts Coordinator* for my agency.

NAME:	David Byrne
ADDRESS:	Administrative Office of the Courts , 501 Union Street, Suite 601, Nashville, TN 37219
TELEPHONE:	615 741 2687 EXT.165
EMAIL:	David.Byrne@tncourts.gov

AGENCY HEAD SIGNATURE & DATE: Elizabeth Sykes 01/21/2011

PRINTED NAME & TITLE: Elizabeth A. Sykes, Director

DEPARTMENT OR AGENCY NAME: Administrative Office of the Courts

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Administrative Office Of The Courts
2011 Annual Contract Management Plan

Pursuant to *Tennessee Code Annotated*, §12-4-109(d), and Department of Finance and Administration's Rule 0620-3-8-.04(1), the Administrative Office Of The Courts (AOC) submits the following plan for the effective management of all contracts under its purview. The effective administration of this plan is based upon a provision for the separation of duties for program development, technical assistance and fiscal management.

Staff Positions Assigned To Contract Management:

- Director, Administrative Office of The Courts
- Assistant Director, Legal, Legislative. Juvenile and Publications Division
- Assistant Director, Fiscal Services Division
- Program Managers
- Assistant General Counsel / Contract Administrator

Program Development.

Upon receiving program approval from the Director, program development becomes the responsibility of the program manager requesting the contractual service. It is the responsibility of the program manager to determine those contracts that are necessary for the operation of their program area and to evaluate contract results in terms of the achievement of the program's objectives. It is the program manager's, or his/her designee's responsibility to review contract performance in terms of progress and compliance with contract provisions and to communicate with contractors to ensure maximum performance and intended results. It is the program manager's responsibility to approve requests for payment for acceptable work, whether partial or final.

Technical Assistance

Technical assistance relative to contract administration is provided to Administrative Office of the Courts staff for the purpose of drafting and reviewing RFP's and contracts. The review of these documents will be for the purpose of determining if the state's rules governing personal, professional and consultant service contracts have been complied with accordance with policies and procedures established by the Department of Finance and Administration Office of Contracts Review. The Assistant General Counsel / Contract Administrator will be assigned this support function with oversight provided by the Assistant Director, Courts and Public Services Division.

Fiscal Management

The Director is responsible for determining that adequate funding for contracts is available within the AOC budget before contracts are approved. The Assistant Director, Fiscal Services Division will review and process requests for payment against contracts that have been properly approved, documented, billed at established rates and are in conformity with provisions established within a contract. The Assistant General Counsel/ Contract Administrator will also maintain records of each contract that document activities such as procurement, management and sub-recipient monitoring if required.

APPROVED:

Elizabeth Sykes 1-24-11

Elizabeth A. Sykes, Director **Date**

Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

January 21, 2011

Mr. Mark Emkes, Commissioner
Department of Finance and Administration
312 Rosa L Parks Blvd
Suite 2100 William R. Snodgrass Building
Nashville, Tennessee 37243

Re: Service Contracting Authority Documents
Administrative Office of the Courts 2011 Annual Contract Management Plan

Dear Mr. Emkes,

Tennessee Code Annotated, §12-4-109(d), and Department of Finance and Administration's Rule 0620-3-8-.04(1), govern the purchase of personal, professional, and consultant services by agencies, and departments of the executive branch of state government. As you are aware, the Administrative Office of the Courts (AOC) of the Supreme Court of Tennessee is part of the judicial branch of state government, and as such would appear to be exempt from the requirements of this statute and rule. Inasmuch as these provisions do not apply to the judicial branch of state government, the AOC does have a comprehensive contract monitoring plan. A copy of this plan is enclosed for your review.

As always, should you or a member of your staff have questions or need clarification regarding this plan, please feel free to contact me directly. In the meantime, I remain...

Sincerely yours,

David Byrne
Assistant General Counsel

CC: Elizabeth Sykes, Executive Director
Pam Hancock, Director, Fiscal Division

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SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION: 2010

EXPIRED

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION

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

NAME AND TITLE	SAMPLE SIGNATURE WITH INITIALS (sample of agency head's name as it will be signed & initialed by the authorized individual named)
Elizabeth A. Sykes, Director	Elizabeth Sykes
Tim Townsend, Deputy Director	Elizabeth A. Sykes

I WILL SIGN ALL SERVICE CONTRACT DOCUMENTS AND RELATED COMMUNICATIONS IN THE FOLLOWING MANNER:

AGENCY HEAD SIGNATURE & DATE: Elizabeth Sykes 12/30/2009

PRINTED NAME & TITLE: Elizabeth A. Sykes, Director

DEPARTMENT OR AGENCY NAME: Administrative Office of the Courts

SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2010

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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 F&A Office of Contracts Review (OCR), communications on behalf of my agency with OCR staff should be limited to those from the designated *Service Contracts Coordinator*.

I hereby designate the following person as the *Service Contracts Coordinator* for my agency.

NAME:	David Byrne
ADDRESS:	Administrative Office of the Courts , 501 Union Street, Suite 601, Nashville, TN 37219
TELEPHONE:	615 741 2687 EXT.165
EMAIL:	David.Byrne@tncourts.gov

AGENCY HEAD SIGNATURE & DATE: Elizabeth Sykes 12/30/2009

PRINTED NAME & TITLE: Elizabeth A. Sykes, Director

DEPARTMENT OR AGENCY NAME: Administrative Office of the Courts

ALTERNATE RFP COORDINATOR DESIGNATIONS

CALENDAR YEAR OF DESIGNATION:

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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I understand that, because the experience, influence, and consistency of *RFP Coordinators* are factors critical to successful RFP processes, an agency head should designate no more than three (3) alternate *RFP Coordinators*. I further understand that *RFP Coordinators* have, at minimum, the following responsibilities:

- supporting program staff in drafting RFPs;
- managing RFP processes;
- instructing the Proposal Evaluation Teams about the RFP process, terms of the subject RFP, and the evaluation process detailed in the RFP so that team members understand the RFP process and their responsibilities in it;
- overseeing the review of technical proposals for responsiveness to requirements;
- coordinating any consultations and financial reviews;
- managing proposal evaluation processes;
- overseeing cost proposal and total proposal score calculations; and
- maintaining procurement files during RFP processes.

I hereby designate the following individuals as alternate *RFP Coordinators* for my agency.

NAME:	David Byrne
TELEPHONE:	615 741 2687 ext. 165
EMAIL:	David.Byrne@tnCourts.gov
NAME:	Aaron Conklin
TELEPHONE:	615 741 2687 ext.162
EMAIL:	Aaron.Conklin@tncourts.gov
NAME:	
TELEPHONE:	
EMAIL:	

AGENCY HEAD SIGNATURE & DATE: Elizabeth Sykes

PRINTED NAME & TITLE: Elizabeth A. Sykes, Director

DEPARTMENT OR AGENCY NAME: Administrative Office of the Courts of the Supreme Court of Tennessee

Administrative Office Of The Courts
2010 Annual Contract Management Plan

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- Assistant Director, Fiscal Services Division
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Technical assistance relative to contract administration is provided to Administrative Office of the Courts staff for the purpose of drafting and reviewing RFP's and contracts. The review of these documents will be for the purpose of determining if the state's rules governing personal, professional and consultant service contracts have been complied with accordance with policies and procedures established by the Department of Finance and Administration Office of Contracts Review. The Assistant General Counsel / Contract Administrator will be assigned this support function with oversight provided by the Assistant Director, Courts and Public Services Division.

Fiscal Management

The Director is responsible for determining that adequate funding for contracts is available within the AOC budget before contracts are approved. The Assistant Director, Fiscal Services Division will review and process requests for payment against contracts that have been properly approved, documented, billed at established rates and are in conformity with provisions established within a contract. The Assistant General Counsel/ Contract Administrator will also maintain records of each contract that document activities such as procurement, management and sub-recipient monitoring if required.

APPROVED:

Elizabeth Sykes 12/30/09

Elizabeth A. Sykes, Director **Date**

Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

TIM D. TOWNSEND
Deputy Director

December 30, 2009

Commissioner Dave Goetz, Jr.
Department of Finance and Administration
312 Rosa L Parks Blvd
Suite 2100 William R. Snodgrass Building
Nashville, Tennessee 37243

Re: Service Contracting Authority Documents
Administrative Office of the Courts 2010 Annual Contract Management Plan

Dear Mr. Goetz,

Tennessee Code Annotated, §12-4-109(d), and Department of Finance and Administration's Rule 0620-3-8-.04(1), govern the purchase of personal, professional, and consultant services by agencies, and departments of the executive branch of state government. As you are aware, the Administrative Office of the Courts (AOC) of the Supreme Court of Tennessee is part of the judicial branch of state government, and as such would appear to be exempt from the requirements of this statute and rule. Inasmuch as these provisions do not apply to the judicial branch of state government, the AOC does have a comprehensive contract monitoring plan. A copy of this plan is enclosed for your review.

As always, should you or a member of your staff have questions or need clarification regarding this plan, please feel free to contact me directly. In the meantime, I remain...

Sincerely yours,

David Byrne
Assistant General Counsel

CC: Elizabeth Sykes, Director
Pam Hancock, Assistant Director, Fiscal Division

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JAN 04 2010
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