

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2015
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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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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>
Richard Kennedy, Associate Director/Field Operations Director	Linda O'Neal
Rose Naccarato, KIDS COUNT/Resource Mapping Director	Linda O'Neal RN
Craig Hargrow, Juvenile Justice/Second Look Commission Director	Linda O'Neal CM

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

Linda O'Neal 01/07/15

Printed Name, Title & Agency

LINDA O'NEAL, EXECUTIVE DIRECTOR
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Nancy Townsend
Address:	Andrew Jackson Building, Floor 9, 502 Deaderick Street, Nashville, TN 37243
Telephone:	(615)741-2353
E-Mail:	Nancy.townsend@tn.gov

Agency Chief Executive
Signature & Date

Linda O'Neal 01/06/2015

Printed Name & Title

Linda O'Neal, Executive Director

Agency Name

Tennessee Commission on Children and Youth



**STATE OF TENNESSEE
COMMISSION ON CHILDREN AND YOUTH
ANNUAL CONTRACT MANAGEMENT PLAN 31601
FOR CALENDAR YEAR 2015**

Contract Development: The Tennessee Commission on Children and Youth will utilize the services of Nancy Townsend, Ky Sychareune, and the applicable Centralized Accounting staff within the Department of Finance and Administration. All individuals listed on page 2 will work with the TCCY program staff to maintain a collaborative effort. The program areas identify contractual needs and assess the appropriate procurement process.

- a) **Competitive Bid Process:** The program area is responsible for the development of the Request For Proposal (RFP) or Alternative Competitive Process (for grants). The RFP or call for grant applications is developed by the program area, then reviewed and approved by commission members prior to issuance. Once awarded, Shared Services Solutions is responsible for drafting contract and facilitating approval routing.
- b) **Non-Competitive Contract:** Shared Services Solutions is responsible for drafting the Request for Non-Competitive Contract of required for submission to the Central Procurement Office based on information developed by TCCY program staff. Once approved, Shared Services Solutions drafts the contract and facilitates appropriate approval routing.

Contract Amendments: The Grantee/vendor notifies the program staff director sixty (60) days in advance, or as soon as practicable, when an amendment is necessary, then review and approval is made by the program staff director. Shared Services Solutions is responsible for drafting and submitting the amendment to the Grantee/vendor, Central Procurement Office, and the Comptroller (if necessary) for signature based upon communication and approval from program staff.

Contract Monitoring: The program staff is responsible for monitoring contracts. Staff assignments are divided according to regions. The regions are based on county area format consisting of nine regions. For example, the Northeast region would consist of Hancock, Hawkins, Sullivan, Greene, Washington, Carter, Unicoi and Johnson counties. Evaluations are performed based on an internal protocol designed for accountability and progress.

Fiscal Management: The Budget Analysis Director and the F&A-Centralized Accounting Fiscal Director are responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved. The Fiscal Director will review and process requests for payment against contracts that have been properly approved, documented, and billed at established contract rates and conform to provisions established by the contract. Shared Services Solutions will also maintain copies of contracts and associated financial records in Edison.

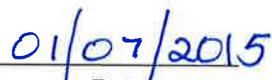
Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contracting process, TCCY program staff will work with the following individuals to maintain a collaborative effort:

Nancy Townsend	Budget Analysis Director
Ky Sychareune	Procurement Officer
Alicia Reynolds, Allen Staley	F&A-Fiscal Director

TCCY seeks to establish and maintain an excellent working relationship with Grantees/vendors and to ensure compliance and contract provisions as well as to provide technical assistance. By communicating our expectations and striving to create mutual respect, we are able to better manage contracts.

APPROVED:


Linda O'Neal, Executive Director


Date

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014
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- providing service contracting information and training to the agency's staff as necessary, and
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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.

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Name:	Nancy Townsend
Address:	Andrew Jackson Building, 9 th Floor, 502 Deaderick Street, Nashville, TN 37243
Telephone:	615-741-2353
E-Mail:	Nancy.townsend@tn.gov

Agency Chief Executive
Signature & Date

Linda O'Neal 05/06/14

Printed Name & Title

Linda O'Neal, Executive Director

Agency Name

Tennessee Commission on Children & Youth



**STATE OF TENNESSEE
COMMISSION ON CHILDREN AND YOUTH
ANNUAL CONTRACT MANAGEMENT PLAN 31601
FOR CALENDAR YEAR 2014**

Contract Development: All contracts are coordinated through the Shared Services Solutions division and Centralized Accounting within the Department of Finance and Administration (allotment 317.18) through June 30, 2014. Effective July 1, 2014, Shared Services Solutions will cease to exist. However, the Tennessee Commission on Children and Youth will continue to utilize the services of the previous Shared Services Solutions staff, Nancy Townsend and Ky Sychareune. All individuals listed on page 2 will work with the TCCY program staff to maintain a collaborative effort. The program areas identify contractual needs and assess the appropriate procurement process.

- a) **Competitive Bid Process:** The program area is responsible for the development of the Request For Proposal (RFP) or Alternative Competitive Process (for grants). The RFP or call for grant applications is developed by the program area, then reviewed and approved by commission members prior to issuance. Once awarded, Shared Services Solutions is responsible for drafting contract and facilitating approval routing.
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Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contracting process, TCCY program staff will work with the following individuals to maintain a collaborative effort:

Nancy Townsend	Budget Analysis Director
Ky Sychareune	Procurement Officer
Alicia Reynolds, Allen Staley	F&A-Fiscal Director

TCCY seeks to establish and maintain an excellent working relationship with Grantees/vendors and to ensure compliance with contract provisions as well as to provide technical assistance. By communicating our expectations and striving to create mutual respect, we are able to better manage contracts.

APPROVED:


Linda O'Neal, Executive Director

05/06/14
Date

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 <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Richard Kennedy, Associate Executive Director	

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



Linda O'Neal, Executive Director

Printed Name, Title & Agency

TN Commission on Children and Youth

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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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
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As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Nancy Townsend
Address:	Tennessee Towers, 18 th Floor, Rosa L. Parks Ave, Nashville, TN 37243
Telephone:	(615)741-2353
E-Mail:	Nancy.Townsend@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

Linda O'Neal, Executive Director

Agency Name

Tennessee Commission on Children and Youth

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013
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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>
Richard Kennedy, Associate Executive Director	Linda O'Neal RK
Pat Wade, Juvenile Justice Director	Linda O'Neal pw

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

Linda O'Neal

Linda O'Neal, Executive Director

Printed Name, Title & Agency

TN Commission on Children and Youth

RECEIVED

NOV 09 2012



**STATE OF TENNESSEE
COMMISSION ON CHILDREN AND YOUTH
ANNUAL CONTRACT MANAGEMENT PLAN 31601
FOR CALENDAR YEAR 2013**

Contract Development: All contracts are coordinated through the Shared Services Solutions division within the Department of Finance and Administration (allotment 317.18). The program areas identify contractual needs and assess the appropriate procurement process.

- a) **Competitive Bid Process:** The program area is responsible for the development of the Request For Proposal (RFP) or Alternative Competitive Process (for grants). The RFP or call for grant applications is developed by the program area, then reviewed and approved by commission members prior to issuance. Once awarded, Shared Services Solutions is responsible for drafting contract and facilitating approval routing.

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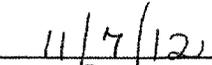
Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contracting process, TCCY program staff will work with the following Shared Services Solutions staff to maintain a collaborative effort:

Carol White	Executive Director
Allen Staley	Budget/Fiscal Officer
Eric Yebuah	Accountant 3
Jill Hatleberg	Administrative Services Assistant 3
Ky Sychareune	Procurement Officer 2

TCCY seeks to establish and maintain an excellent working relationship with Grantees/vendors and to ensure compliance with contract provisions as well as to provide technical assistance. By communicating our expectations and striving to create mutual respect, we are able to better manage contracts.

APPROVED:


Linda O'Neal, Executive Director


Date

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

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- providing service contracting information and training to the agency's staff as necessary, and
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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:	Carol White
Address:	Shared Services Solutions, TN Tower 26th Flr, 312 Rosa L Parks Ave, Nashville, TN 37243
Telephone:	615-253-8914
E-Mail:	Carol.white@tn.gov

Agency Chief Executive
Signature & Date

Linda O'Neal

Printed Name & Title **Linda O'Neal, Executive Director**

Agency Name **Tennessee Commission on Children and Youth**

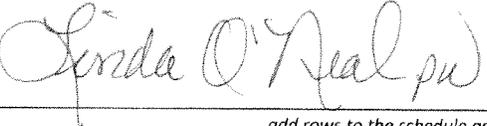
Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2012
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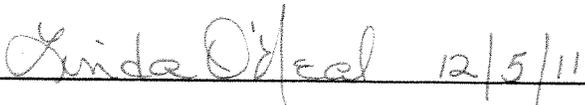
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Debrah Stafford, Juvenile Justice Director	
Richard Kennedy, Associate Director	
Pam Brown, KIDS COUNT Director	
Pat Wade, CPORT Director	

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



Linda O'Neal, Executive Director

Printed Name, Title & Agency

TN Commission on Children and Youth

Service Contracts Coordinator Designation

Calendar Year of Designation:	2012
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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:

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As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Carol White
Address:	Shared Services Solutions, TN Tower 21 st Flr, 312 Rosa L Parks Ave, Nashville, TN 37243
Telephone:	615-253-8914
E-Mail:	Carol.white@tn.gov

**Agency Chief Executive
Signature & Date**

Linda O'Neal 12/5/11

Printed Name & Title Linda O'Neal, Executive Director

Agency Name Tennessee Commission on Children and Youth



RECEIVED

DEC 08 2011

F & A
SHARED SERVICES SOLUTIONS

**STATE OF TENNESSEE
COMMISSION ON CHILDREN AND YOUTH
ANNUAL CONTRACT MANAGEMENT PLAN 316.01
FOR CALENDAR YEAR 2012**

Contract Development: All contracts are coordinated through the Shared Services Solutions division within the Department of Finance and Administration (allotment 317.18). The program areas identify contractual needs as well as the preferred process for procurement (i.e., sole source or competitive bid contracts).

- a) **Competitive Bid Process:** The program area is responsible for the development of the Request For Proposal (RFP) or Alternative Competitive Process (for grants). The RFP or call for grant applications is developed by the program area, then reviewed and approved by the commission members prior to issuance. Once awarded, Shared Services Solutions is responsible for drafting and submitting the contract to the contractor, Finance and Administration, and the Comptroller (if necessary) for signature based upon communication and approval from program staff.
- b) **Sole Source Contract:** Shared Services Solutions is responsible for drafting the Rule Exception Request for submission to Finance and Administration based on information developed by TCCY program staff. Once approved, Shared Services Solutions drafts the contract and submits the contract to the Contractor, Finance and Administration and the Comptroller (if necessary) for signature based upon communication and approval from program staff.

Contract Amendments: The Grantee/vendor notifies the program staff director sixty (60) days in advance, or as soon as practicable, when an amendment is necessary, then review and approval is made by the program staff director. Shared Services Solutions is responsible for drafting and submitting the amendment to the Grantee/vendor, Finance and Administration, and the Comptroller (if necessary) for signature based upon communication and approval from program staff.

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Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contracting process, TCCY program staff will work with the following Shared Services Solutions staff to maintain a collaborative effort:

Carol White	Executive Director
Allen Staley	Budget/Fiscal Officer
Eric Yebuah	Accountant 3
Jill Hatleberg	Administrative Services Assistant 3
Ky Sychareune	Procurement Officer 2

TCCY seeks to establish and maintain an excellent working relationship with Grantees/vendors and to ensure compliance with contract provisions as well as to provide technical assistance. By communicating our expectations and striving to create mutual respect, we are able to better manage contracts.

APPROVED:


Linda O'Neal, Executive Director

12/5/11
Date

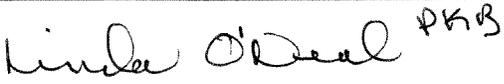
Signature Certification & Authorization

for purposes of professional service contract & supporting documents

Calendar Year of Certification & Authorization(s)	2011
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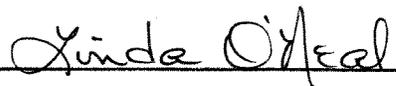
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Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the authorized individual named</i>
Debrah Stafford, Juvenile Justice Director	
Richard Kennedy, Field Operations Director	
Pam Brown, KIDS COUNT Director	
Pat Wade, CPORT Director	

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

 01/18/2011

Printed Name & Title

Linda O'Neal, Executive Director

Agency Name

Tennessee Commission on Children and Youth

1 of 1

JAN 24 2011

RECEIVED

Service Contracts Coordinator Designation

Calendar Year of Designation:	2011
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I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

- all service procurements and contracting,
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Name:	Carol White
Address:	TN Tower 21, 312 Rosa L. Parks Ave, Nashville, TN 37243
Telephone:	615-253-8914
E-Mail:	Carol.white@tn.gov

Agency Chief Executive
Signature & Date

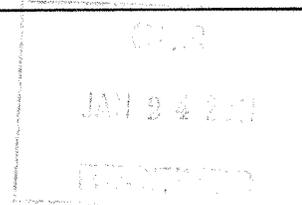
Linda O'Neal 01/18/2011

Printed Name & Title

Linda O'Neal, Executive Director

Agency Name

TN Commission on Children and Youth





**STATE OF TENNESSEE
COMMISSION ON CHILDREN AND YOUTH
ANNUAL CONTRACT MANAGEMENT PLAN 316.01
FOR CALENDAR YEAR 2011**

Contract Development: All contracts are coordinated through the Shared Services Solutions division within the Department of Finance and Administration (allotment 317.18). The program areas identify contractual needs as well as the preferred process for procurement (i.e., sole source or competitive bid contracts).

- a) **Competitive Bid Process:** The program area is responsible for the development of the Request For Proposal (RFP) or Alternative Competitive Process (for grants). The RFP or call for grant applications is developed by the program area, then reviewed and approved by the commission members prior to issuance. Once awarded, Shared Services Solutions is responsible for drafting and submitting the contract to the contractor, Finance and Administration, and the Comptroller (if necessary) for signature based upon communication and approval from program staff.
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JAN 20 2011
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SHARED SERVICES SOLUTIONS

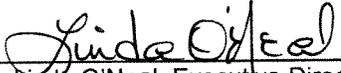
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JAN 24 2011
FISHER

Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contracting process, TCCY program staff will work with the following Shared Services Solutions staff to maintain a collaborative effort:

Carol White	Executive Director
Allen Staley	Budget/Fiscal Officer
Eric Yebuah	Accountant 3
Jill Hatleberg	Administrative Services Assistant 3
Ky Sychareune	Procurement Officer 2

TCCY seeks to establish and maintain an excellent working relationship with Grantees/vendors and to ensure compliance with contract provisions as well as to provide technical assistance. By communicating our expectations and striving to create mutual respect, we are able to better manage contracts.

APPROVED:


Linda O'Neal, Executive Director

1/18/2011
Date

SIGNATURE CERTIFICATION & AUTHORIZATION

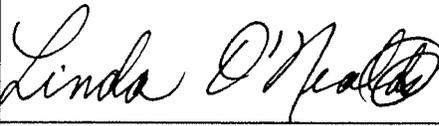
CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:

2010

EXPIRED
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 <u>authorized individual</u> named)
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Richard Kennedy, Field Operations Director	
Pam Brown, KIDS COUNT Director	
Pat Wade, CPORT Director	
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I WILL SIGN ALL SERVICE CONTRACT DOCUMENTS AND RELATED COMMUNICATIONS IN THE FOLLOWING MANNER:

AGENCY HEAD SIGNATURE & DATE:
 1/12/10

PRINTED NAME & TITLE:

Linda O'Neal, Executive Director

DEPARTMENT OR AGENCY NAME:

Tennessee Commission on Children and Youth

31601

SIGNATURE CERTIFICATION & AUTHORIZATION

RECEIVED

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:

2010

2009 DEC 22

VOID

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

F &
SHARED SERVICES

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 <u>authorized individual</u> named)
Richard Kennedy, Field Operations Director	Linda O'Neal <i>LO</i>

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

AGENCY HEAD SIGNATURE & DATE:

Linda O'Neal 12/21/09

PRINTED NAME & TITLE:

Linda O'Neal, Executive Director

DEPARTMENT OR AGENCY NAME:

Tennessee Commission on Children and Youth

OCR
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SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2010

RECEIVED

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: Carol White

ADDRESS: Shared Services Solutions, TN Tower 21st Flr, 312 Rosa L. Parks Ave, Nashville, TN 37243

TELEPHONE: 615-253-8914

EMAIL: Carol.white@tn.gov

AGENCY HEAD SIGNATURE & DATE:

Linda O'Neal 12/21/09

PRINTED NAME & TITLE: Linda O'Neal, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Commission on Children and Youth



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**STATE OF TENNESSEE
COMMISSION ON CHILDREN AND YOUTH
ANNUAL CONTRACT MANAGEMENT PLAN 316.01
FOR CALENDAR YEAR 2010**

Contract Development: All contracts are coordinated through the Shared Services Solutions division within the Department of Finance and Administration (allotment 317.18). The program areas identify contractual needs as well as the preferred process for procurement (i.e., sole source or competitive bid contracts).

- a) **Competitive Bid Process:** The program area is responsible for the development of the Request For Proposal (RFP) or Alternative Competitive Process (for grants). The RFP or call for grant applications is developed by the program area, then reviewed and approved by the commission members prior to issuance. Once awarded, Shared Services Solutions is responsible for drafting and submitting the contract to the contractor, Finance and Administration, and the Comptroller (if necessary) for signature based upon communication and approval from program staff.
- b) **Sole Source Contract:** Shared Services Solutions is responsible for drafting the Rule Exception Request for submission to Finance and Administration based on information developed by TCCY program staff. Once approved, Shared Services Solutions drafts the contract and submits the contract to the Contractor, Finance and Administration and the Comptroller (if necessary) for signature based upon communication and approval from program staff.

Contract Amendments: The Grantee/vendor notifies the program staff director sixty (60) days in advance, or as soon as practicable, when an amendment is necessary, then review and approval is made by the program staff director. Shared Services Solutions is responsible for drafting and submitting the amendment to the Grantee/vendor, Finance and Administration, and the Comptroller (if necessary) for signature based upon communication and approval from program staff.

Contract Monitoring: The program staff is responsible for monitoring contracts. Staff assignments are divided according to regions. The regions are based on county area format consisting of nine regions. For example, the Northeast region would consist of Hancock, Hawkins, Sullivan, Greene, Washington, Carter, Unicoi and Johnson counties. Evaluations are performed based on an internal protocol designed for accountability and progress.

Fiscal Management: Shared Services Solutions staff is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved. Shared Services Solutions will review and process requests for payment against contracts that have been properly approved, documented, and billed at established contract rates and conform with provisions established by the contract. Shared Services Solutions will also maintain copies of contracts and associated financial records.

Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contracting process, TCCY program staff will work with the following Shared Services Solutions staff to maintain a collaborative effort:

Carol White	Executive Director
Allen Staley	Budget/Fiscal Officer
Eric Yebuah	Accountant 3
Jill Hatleberg	Administrative Services Assistant 3
Donna Keith	Procurement Officer 2

TCCY seeks to establish and maintain an excellent working relationship with Grantees/vendors and to ensure compliance with contract provisions as well as to provide technical assistance. By communicating our expectations and striving to create mutual respect, we are able to better manage contracts.

APPROVED:


Linda O'Neal, Executive Director

12/21/09
Date

