

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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

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

Printed Name, Title & Agency

 1/29/15
 Jim Shulman, Executive Director, TCAD

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Sheryl Smith
Address:	502 Deaderick st. 9th Fl Nashville, TN
Telephone:	615-253-4432
E-Mail:	Sheryl.Smith@Tn.gov

Agency Chief Executive
Signature & Date

 1/29/15

Printed Name & Title

Jim Shulman, Executive Director

Agency Name

TN. Commission on Aging + Disability (TCAD)

STATE OF TENNESSEE
COMMISSION ON AGING AND DISABILITY
ANNUAL CONTRACT MANAGEMENT PLAN 316.02
FOR CALENDAR YEAR 2015

Contract Development: All contracts are coordinated through the Commission's Fiscal section. Contractual needs are identified in relation to the agency's mission, goals, objectives and state and federally mandated functions. The preferred process for procurement is (i.e., sole source or competitive bid contracts):

- a. Competitive Bid Process:** The program sections are responsible for the development of the Request for Proposal (RFP). The RFP is developed by the program sections, then reviewed and approved by the Fiscal Director I and Executive Director prior to issuance. Once awarded, the Fiscal section is responsible for drafting and submitting the contract to the contractor, Finance and Administration, and the Comptroller (if necessary) for signature.
- b. Sole Source Contract:** The program section is responsible for drafting the Rule Exception Request for submission to Finance and Administration. Once approved, the Fiscal section drafts the contract. Once complete, the Fiscal section is responsible for submitting the contract to the Contractor, Finance and Administration, and the Comptroller (if necessary) for signature.

Contract Amendments: The grantee/vendor notifies the program staff contact sixty (60) days in advance, or as soon as practicable, when an amendment is necessary, then review and approval is made by the Commission's management staff, including the Fiscal Director I. The Accounting Technician 2 of the fiscal section is responsible for drafting and submitting the amendment to the grantee/vendor, Finance and Administration, and the Comptroller (if necessary) for signature.

Contract Monitoring: The Commission's Quality Assurance staff is responsible for monitoring all contracts. Staff is assigned to monitor each of the nine (9) planning and service areas. The regions are based on legislative designation including:

First Tennessee: Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties.

East Tennessee: Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier and Union counties.

Southeast Tennessee: Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea and Sequatchie counties.

Upper Cumberland: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, VanBuren, Warren and White counties.

The Commission is committed to establishing and maintaining an excellent working relationship with grantees/vendors and to ensuring compliance with contract provisions, as well as providing technical assistance. The Commission clearly communicates expectations, responds to inquiries, provides technical assistance and promotes a positive working relationship with grantees/vendors in an effort to accomplish mutual respect, thus creating an environment for improved contract management.

APPROVED:



Jim Shulman, Executive Director

1/29/15
Date

SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION: 2013

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)
N/A	

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

AGENCY HEAD SIGNATURE & DATE:

PRINTED NAME & TITLE:

Jim Shulman, Executive Director

DEPARTMENT OR AGENCY NAME:

Tennessee Commission on Aging and Disability

SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2013

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.

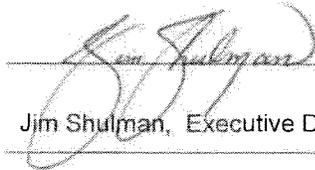
NAME: Sheryl Smith

ADDRESS: 161 Rosa Parks Blvd, Nashville, TN 37243

TELEPHONE: 615-741-2056

EMAIL: Sheryl.Smith@tn.gov

AGENCY HEAD SIGNATURE & DATE:



12/28/12

PRINTED NAME & TITLE: Jim Shulman, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Commission on Aging and Disability

ALTERNATE RFP COORDINATOR DESIGNATIONS

CALENDAR YEAR OF DESIGNATION: 2013

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: Lauren Brown

TELEPHONE: 615-741-2056

EMAIL: Lauren.brown@tn.gov

NAME: Cynthia Minnick

TELEPHONE: 615-741-2056

EMAIL: Cynthia.Minnick@tn.gov

NAME:

TELEPHONE:

EMAIL:

AGENCY HEAD SIGNATURE & DATE:

 12/27/12

PRINTED NAME & TITLE: Jim Shulman, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Commission on Aging and Disability

**STATE OF TENNESSEE
COMMISSION ON AGING AND DISABILITY
ANNUAL CONTRACT MANAGEMENT PLAN 316.02
FOR CALENDAR YEAR 2013**

Contract Development: All contracts are coordinated through the Commission's Fiscal section. Contractual needs are identified in relation to the agency's mission, goals, objectives and state and federally mandated functions. The preferred process for procurement is (i.e., sole source or competitive bid contracts):

- a. **Competitive Bid Process:** The program sections are responsible for the development of the Request for Proposal (RFP). The RFP is developed by the program sections, then reviewed and approved by the Fiscal Director I and Executive Director prior to issuance. Once awarded, the Fiscal section is responsible for drafting and submitting the contract to the contractor, Finance and Administration, and the Comptroller (if necessary) for signature.
- b. **Sole Source Contract:** The program section is responsible for drafting the Rule Exception Request for submission to Finance and Administration. Once approved, the Fiscal section drafts the contract. Once complete, the Fiscal section is responsible for submitting the contract to the Contractor, Finance and Administration, and the Comptroller (if necessary) for signature.

Contract Amendments: The grantee/vendor notifies the program staff contact sixty (60) days in advance, or as soon as practicable, when an amendment is necessary, then review and approval is made by the Commission's management staff, including the Fiscal Director I. The Fiscal section is responsible for drafting and submitting the amendment to the grantee/vendor, Finance and Administration, and the Comptroller (if necessary) for signature.

Contract Monitoring: The Commission's Quality Assurance staff is responsible for monitoring all contracts. Staff is assigned to monitor each of the nine (9) planning and service areas. The regions are based on legislative designation including:

First Tennessee: Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties.

East Tennessee: Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union counties.

Southeast Tennessee: Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie counties.

Upper Cumberland: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, VanBuren, Warren, White counties.

Greater Nashville: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale, Williamson, Wilson counties.

South Central: Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne counties.

Northwest Tennessee: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, Weakley counties.

Southwest Tennessee: Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, McNairy counties.

Memphis Delta: Fayette, Lauderdale, Shelby, Tipton counties.

Fiscal Management: The Fiscal section is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved. The Fiscal section will review and process requests for payments against contracts that have been properly approved, documented, billed at established contract rates, and are in conformity with provisions established within the contract. The Fiscal section will also maintain records of each contract that document activities such as procurement, management and sub-recipient monitoring if required.

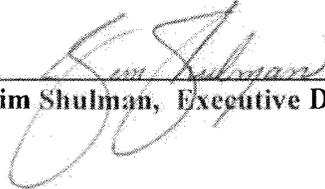
Responsible Staff: To accomplish the functions necessary to maintain proper documentation of the contract process, the Commission has assigned four (4) staff positions. These duties are a collaborative effort among the following:

Cynthia Minnick	Accounting Manager
Janet Howell	Accounting Technician II Coordinator of Issuing Contracts
Lauren Brown	Accountant III Coordinator of Procurement, including Requests for Proposals and Competitive Bidding
Kennetra Golden	Aging Program Supervisor Coordinator of Contract Compliance

In addition to contracts negotiated for specific purposes such as training, needs assessments, research, use of meeting facilities, technical assistance, etc., the Commission negotiates contracts with each of the state's nine (9) Planning and Service Areas legislatively designated for the purpose of fulfilling the mandates of planning, providing technical assistance, coordinating with other agencies and organizations, and contracting with service providing agencies for the provision of services to improve the quality of life for older Tennesseans and other adults with disabilities.

The Commission is committed to establishing and maintaining an excellent working relationship with grantees/vendors and to ensuring compliance with contract provisions, as well as providing technical assistance. The Commission clearly communicates expectations, responds to inquiries, provides technical assistance and promotes a positive working relationship with grantees/vendors in an effort to accomplish mutual respect, thus creating an environment for improved contract management.

APPROVED:



Jim Shulman, Executive Director

12/27/12

Date