

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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

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

Beverly L. Watts 5/2/14

Printed Name, Title & Agency

Beverly L. Watts Executive Director
TN Human Rights Commission



**TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE
312 Rosa Parks Avenue, 23rd Floor
Nashville, TN 37243
(615) 741-5825 FAX (615) 253-1886
www.tn.gov/humanrights**

Contract Management Plan

Pursuant to TCA 12-4-109 (d), the Tennessee Human Rights Commission establishes the following Contract Management Plan for the calendar year ending December 31, 2014.

I. Staff positions and resources assigned to contract management:

In order to successfully contract for services in accordance with Tennessee law, rules, and regulations, THRC utilizes the services of several staff positions. These positions are Executive Director, Deputy Director and General Counsel. In addition, THRC contracts with Shared Services Solutions for technical support through June 30, 2014.

II. Organization of staff and resources to contract management:

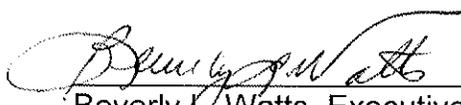
The Executive Director in conjunction with the members of the Commission, the Deputy Director and General Counsel identifies the need for contracts. Shared Services Solutions prepares contract documents based on law, rules, policy and templates of the Department of General Services Central Procurement Office through June 30, 2014.

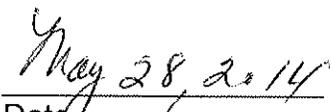
III. Staff review and supervision of contractor performance, progress and contract compliance:

The Executive Director has ultimate authority to review and supervise all contracts. The General Counsel will work in conjunction with the Executive Director to establish goals and expectations which will be compared to the actual performance of the contract. Any instances of non-compliance shall be investigated. If legal action is advised, appropriate contact will be made with the Office of the Attorney General.

Approval:

Tennessee Human Rights Commission


Beverly L. Watts, Executive Director


Date

Signature Certification & Authorization

For purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2014
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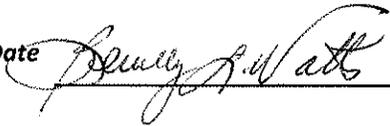
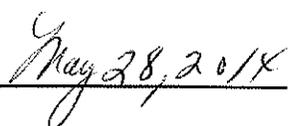
This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year 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>
none	

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  

Beverly L. Watts, Executive Director

Printed Name, Title & Agency TN Human Rights Commission

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014
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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 June 30, 2014.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

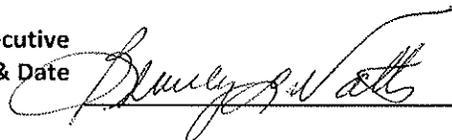
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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, 9 th Floor, 502 Deaderick Street, Nashville, TN 372433
Telephone:	615-741-2353
E-Mail:	Nancy.townsend@tn.gov

Agency Chief Executive
Signature & Date

 May 28, 2014

Printed Name & Title **Beverly L. Watts, Executive Director**

Agency Name **Tennessee Human Rights Commission**



TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE
312 Rosa Parks Avenue, 23rd Floor
Nashville, TN 37243
(615) 741-5825 FAX (615) 253-1886
www.tn.gov/humanrights

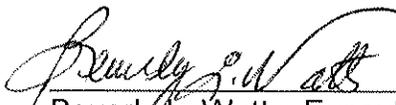
Contract Management Plan

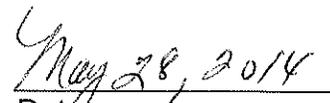
Pursuant to TCA 12-4-109 (d), the Tennessee Human Rights Commission establishes the following Contract Management Plan for the calendar year ending December 31, 2014.

- I. **Staff positions and resources assigned to contract management:**
In order to successfully contract for services in accordance with Tennessee law, rules, and regulations, THRC utilizes the services of several staff positions. These positions are Executive Director, Deputy Director and General Counsel.
- II. **Organization of staff and resources to contract management:**
The Executive Director in conjunction with the members of the Commission, the Deputy Director and General Counsel identifies the need for contracts. The Deputy Director will work in conjunction with the Executive Director to prepare contract documents based on law, rules, policy and templates of the Department of General Services Central Procurement Office.
- III. **Staff review and supervision of contractor performance, progress and contract compliance:**
The Executive Director has ultimate authority to review and supervise all contracts. The General Counsel will work in conjunction with the Executive Director to establish goals and expectations which will be compared to the actual performance of the contract. Any instances of non-compliance shall be investigated. If legal action is advised, appropriate contact will be made with the Office of the Attorney General.

Approval:

Tennessee Human Rights Commission


Beverly L. Watts, Executive Director


Date

Signature Certification & Authorization

For purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2014
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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.

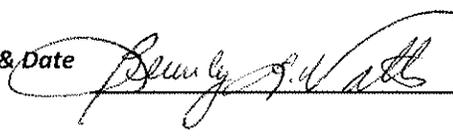
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
none	

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

 May 28, 2014

Beverly L. Watts, Executive Director

Printed Name, Title & Agency TN Human Rights Commission

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014
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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 December 2014.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

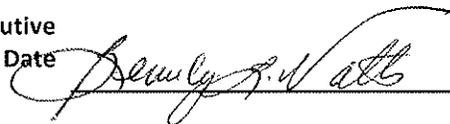
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	Sabrina Hooper
Address:	Tennessee Tower, 312 Rosa L Parks Avenue, 23 rd Floor, Nashville, TN 37243
Telephone:	615-741-5825
E-Mail:	Sabrina.hooper@tn.gov

Agency Chief Executive
Signature & Date



May 28, 2014

Printed Name & Title

Beverly L. Watts, Executive Director

Agency Name

Tennessee Human Rights Commission

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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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:	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

Beverly S. Watts 10/17/13

Printed Name & Title **Beverly Watts, Executive Director**

Agency Name **Tennessee Human Rights Commission**

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013
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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.

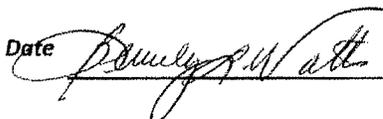
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
NA	NA

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



11/13/12

Beverly L. Watts, Executive Director

Printed Name, Title & Agency TN Human Rights Commission

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013
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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:

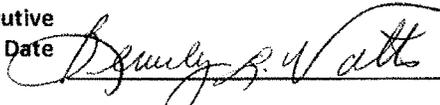
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	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



11/13/12

Printed Name & Title

Beverly L. Watts, Executive Director

Agency Name

Tennessee Human Rights Commission



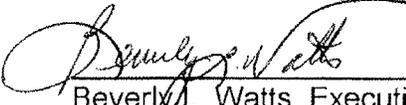
**TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE**
ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY, SUITE 100
NASHVILLE, TENNESSEE 37243-1219
(615) 741-5825 FAX (615) 253-1886
www.tn.gov/humanrights

Contract Management Plan

Pursuant to TCA 12-4-109 (d), the Tennessee Human Rights Commissioner establishes the following Contract Management Plan for the calendar year ending December 31, 2013.

- I. Staff positions and resources assigned to contract management:**
In order to successfully contract for services in accordance with Tennessee law, rules, and regulations, THRC utilizes the services of several staff positions. These positions are Executive Director, Deputy Director and General Counsel. In addition, THRC contracts with Shared Services Solutions for technical support.
- II. Organization of staff and resources to contract management:**
The Executive Director in conjunction with the members of the Commission, the Deputy Director and General Counsel identifies the need for contracts. Shared Services Solutions prepares contract documents based on law, rules, policy and templates of the Department of General Services Central Procurement Office.
- III. Staff review and supervision of contractor performance, progress and contract compliance:**
The Executive Director has ultimate authority to review and supervise all contracts. The General Counsel will work in conjunction with the Executive Director to establish goals and expectations which will be compared to the actual performance of the contract. Any instances of non-compliance shall be investigated. If legal action is advised, appropriate contact will be made with the Office of the Attorney General.

Approval:
Tennessee Human Rights Commission



Beverly L. Watts, Executive Director

11/13/12
Date

Signature Certification & Authorization

for purposes of professional service contracting documents

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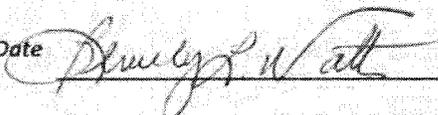
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the authorized individual 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



Beverly Watts, Executive Director

Printed Name, Title & Agency TN Human Rights Commission

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:

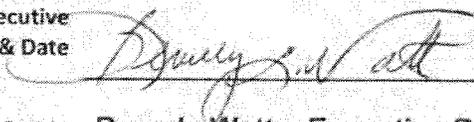
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	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

 1/3/12

Printed Name & Title **Beverly Watts, Executive Director**

Agency Name **Tennessee Human Rights Commission**



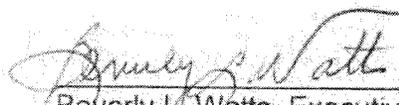
TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE
ANDREW JOHNSON TOWER
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NASHVILLE, TENNESSEE 37243-1219
(615) 741-5825 FAX (615) 253-1886
www.tn.gov/humanrights

Contract Management Plan

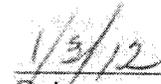
Pursuant to TCA 12-4-109 (d) and Department of Finance and Administrations Rules, Chapter 0620-3-8, the Tennessee Human Rights Commissioner establishes the following Contract Management Plan for the calendar year ending December 31, 2012.

- I. **Staff positions and resources assigned to contract management:**
In order to successfully contract for services in accordance with Tennessee law, rules, and regulations, THRC utilizes the services of several staff positions. These positions are Executive Director, Deputy Director, Communications Director, and General Counsel. In addition, THRC contracts with Shared Services Solutions for technical support.
- II. **Organization of staff and resources to contract management:**
The Executive Director in conjunction with the members of the Commission, the Deputy Director, Communications Officer and General Counsel identifies the need for contracts. Shared Services Solutions prepares contract documents based on law, rules, policy and templates of the F&A Office of Contracts Review.
- III. **Staff review and supervision of contractor performance, progress and contract compliance:**
The Executive Director has ultimate authority to review and supervise all contracts. The Communications Officer and General Counsel will work in conjunction with the Executive Director to establish goals and expectations which will be compared to the actual performance of the contract. Any instances of non-compliance shall be investigated. If legal action is advised, appropriate contact will be made with the Office of the Attorney General.

Approval:
Tennessee Human Rights Commission



Beverly L. Watts, Executive Director



Date

Signature Certification & Authorization

for purposes of professional service contract & supporting documents

Calendar Year of Certification & Authorization(s)	2011
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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>
Tiffany Baker Cox, Deputy Director	Beverly L. Watts ^{TBC}

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: **Beverly L. Watts, Executive Director**

Agency Name: **Tennessee Human Rights Commission**

Service Contracts Coordinator Designation

Calendar Year of Designation:	2011
-------------------------------	------

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:

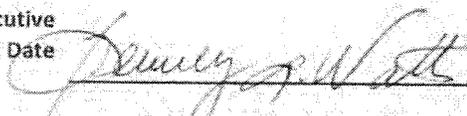
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	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



Printed Name & Title **Beverly L. Watts, Executive Director**

Agency Name **TN Human Rights Commission**



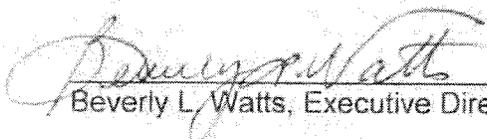
TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE
ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY, SUITE 100
NASHVILLE, TENNESSEE 37243-1219
(615) 741-5825 FAX (615) 253-1886
www.tn.gov/humanrights

Contract Management Plan

Pursuant to TCA 12-4-109 (d) and Department of Finance and Administrations Rules, Chapter 0620-3-8, the Tennessee Human Rights Commissioner establishes the following Contract Management Plan for the calendar year ending December 31, 2011.

- I. **Staff positions and resources assigned to contract management:**
In order to successfully contract for services in accordance with Tennessee law, rules, and regulations, THRC utilizes the services of several staff positions. These positions are Executive Director, Deputy Director, Communications Director, and General Counsel. In addition, THRC contracts with Shared Services Solutions for technical support.
- II. **Organization of staff and resources to contract management:**
The Executive Director in conjunction with the members of the Commission, the Deputy Director, Communications Officer and General Counsel identifies the need for contracts. Shared Services Solutions prepares contract documents based on law, rules, policy and templates of the F&A Office of Contracts Review.
- III. **Staff review and supervision of contractor performance, progress and contract compliance:**
The Executive Director has ultimate authority to review and supervise all contracts. The Communications Officer and General Counsel will work in conjunction with the Executive Director to establish goals and expectations which will be compared to the actual performance of the contract. Any instances of non-compliance shall be investigated. If legal action is advised, appropriate contact will be made with the Office of the Attorney General.

Approval:
Tennessee Human Rights Commission


Beverly L. Watts, Executive Director

1/31/11
Date

SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION: 2010



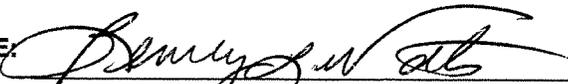
NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION.

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)
Tiffany Baker Cox, Deputy Director	<i>Beverly L. Watts / TBC</i>

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

AGENCY HEAD SIGNATURE & DATE: 

PRINTED NAME & TITLE: Beverly Watts, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Human Rights Commission

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.

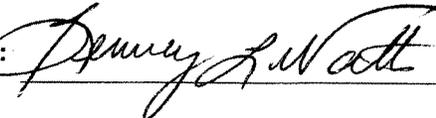
NAME: Carol White

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:



PRINTED NAME & TITLE: Beverly Watts, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Human Rights Commission



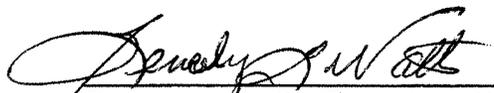
**TENNESSEE HUMAN RIGHTS COMMISSION
CENTRAL OFFICE
ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY, SUITE 100
NASHVILLE, TENNESSEE 37243-1219
(615) 741-5825 FAX (615) 253-1886
www.tn.gov/humanrights**

Contract Management Plan

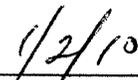
Pursuant to TCA 12-4-109 (d) and Department of Finance and Administrations Rules, Chapter 0620-3-8, the Tennessee Human Rights Commissioner establishes the following Contract Management Plan for the calendar year ending December 31, 2010.

- I. Staff positions and resources assigned to contract management:**
In order to successfully contract for services in accordance with Tennessee law, rules, and regulations, THRC utilizes the services of several staff positions. These positions are Executive Director, Deputy Director, Communications Director, and General Counsel. In addition, THRC contracts with Shared Services Solutions for technical support.
- II. Organization of staff and resources to contract management:**
The Executive Director in conjunction with the members of the Commission, the Deputy Director, Communications Officer and General Counsel identifies the need for contracts. Shared Services Solutions prepares contract documents based on law, rules, policy and templates of the F&A Office of Contracts Review.
- III. Staff review and supervision of contractor performance, progress and contract compliance:**
The Executive Director has ultimate authority to review and supervise all contracts. The Communications Officer and General Counsel will work in conjunction with the Executive Director to establish goals and expectations which will be compared to the actual performance of the contract. Any instances of non-compliance shall be investigated. If legal action is advised, appropriate contact will be made with the Office of the Attorney General.

Approval:
Tennessee Human Rights Commission



Beverly L. Watts, Executive Director



Date