

Service Contracts Coordinator Designation

Calendar Year of Designation:

2015

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Chris Eaton
Address:	502 Deaderick St. 4th Floor
Telephone:	615-770-6990
E-Mail:	chris.eaton@tn.gov

Agency Chief Executive
Signature & Date

Earl Taylor

Printed Name & Title

Earl R. Taylor, Executive Director

Agency Name

Tennessee Regulatory Authority

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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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>
Ashlee B. Hatfield Executive Admin. Assistant	Earl Taylor, aBL
Chris Eaton Fiscal Officer	Earl Taylor, eeE
Melanie Cooley Human Resource Director	Earl Taylor/mc

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

Earl R. Taylor, Executive Director
Tennessee Regulatory Authority

TENNESSEE REGULATORY AUTHORITY
CONTRACT MANAGEMENT PLAN
For Calendar Year 2015

Pursuant to Rule 0690-03-01-.27(3), the Tennessee Regulatory Authority (the "TRA" or "Agency") submits the following plan for the effective management of all service contracts that it procures and enters. The plan provides for a separation of duties among program, legal, and fiscal staff to ensure the integrity of the process. Accordingly, the contract responsibilities have been assigned to the following staff within the Agency:

Program Development

Each division within the TRA is responsible for identifying specific contract needs and submitting the appropriate contract request for technical assistance. The chief of the division (or their designee) is responsible for reviewing contract performance in terms of progress and compliance with the contract provisions. The chief of the division (or their designee) will communicate with contractors to ensure maximum performance and intended results. The chief of the division (or their designee) will also be responsible for approving the request for payment for acceptable work whether partial or final.

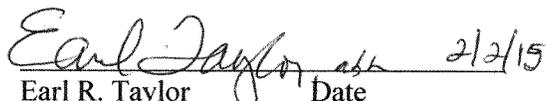
Technical Assistance

Technical assistance from the Fiscal Officer and/or the Agency's General Counsel will be provided, as needed, to the divisions within the TRA for the purpose of drafting and reviewing Requests for Proposals 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 in accordance with the policies and procedures established by the Department of Finance and Administration's Office of Contracts Review. Consultation with the Department of Finance and Administration will occur as needed.

Fiscal Management

The Fiscal Division of the TRA is responsible for determining that there is adequate funding in the budget before a contract and/or RFP is recommended to the Executive Director of the Agency. The Fiscal Officer will review and process request 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 Officer will maintain the records of each contract which will include documentation of activities such as procurement, management and, if applicable, sub-recipient monitoring.

APPROVED BY:


Earl R. Taylor Date
Executive Director

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014
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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:	Christopher C. Eaton
Address:	502 Deaderick St. 4 th Floor Nashville, TN 37243
Telephone:	615-770-6990
E-Mail:	chris.eaton@tn.gov

Agency Chief Executive
Signature & Date

Earl Taylor

Printed Name & Title

Earl Taylor Executive Director

Agency Name

T.R.A.

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2014
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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>
Earl Taylor	Earl Taylor ET.
Asnlee Hatfield, EAA2	Earl Taylor, abk

add rows to the schedule as necessary

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Agency Chief Executive Signature & Date

Earl Taylor

Printed Name, Title & Agency

Earl Taylor Executive Director