

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Debra Murray
Address:	502 Deaderick Street, Third Floor
Telephone:	615-815-2053
E-Mail:	dmurray@thda.org

Agency Chief Executive
Signature & Date

 2/2/15

Printed Name & Title

Agency Name

Tennessee Housing Development Agency

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2015
---	-------------

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

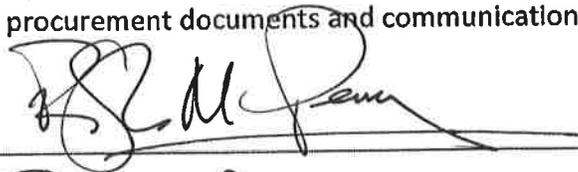
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Lynn Miller, Chief Legal Counsel	Ralph M. Perrey by LEM
Trent Ridley, Chief Financial Officer	Ralph M. Perrey TR
Joe Brown, CPA/Controller	Ralph M. Perrey JB

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

Ralph M Perrey
Executive Director, TARA

Tennessee Housing Development Agency (THDA)
Annual Contract Management Plan
For Calendar Year 2015

Coordination of Contract Activity

The main points of contact for all contract activity within THDA will be the Chief Financial Officer (CFO) and the Director of Operations. The following plan will be followed whenever needs arise within THDA that require the development and implementation of a two-party contract:

- 1) *Initial Phase* – determination of the appropriate procurement methodology for the services needed and awarding the contract. The CFO and Director of Operations, working with program staff, will determine if the contract needs to be procured through a competitive bid process, a negotiation process, or if the services are only available through a sole-source.
 - a) *Competitive Bid* – The program division will develop a scope of services and provide a potential list of vendors that would qualify to provide the services requested. The Director of Operations and staff will provide technical assistance in the preparation of a Request for Proposal (RFP). The Director of Operations will coordinate the team that will review the proposals and award the contract. The Director of Operations will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director of THDA for the appropriate approvals.
 - b) *Non-Competitive Contract* – The Director of Operations will work with the program staff to prepare the Request for Non-Competitive Contract for submission to the Executive Director of THDA. Once the Request for Non-Competitive Contract is approved, the Director of Operations will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director for the appropriate approvals.
- 2) *Operational Phase* – monitoring the contractor performance and administering contract amendments.
 - a) *Monitoring* - THDA program staff will be responsible for monitoring and ensuring that the contractor fulfills the requirements of the contract. The THDA Information Technology division (IT) will work very closely with program staff on any computer software and maintenance contracts and be the primary point of contact for the vendor in these cases. IT and program staff will report any problems to the CFO and the Director of Operations during the course of the contract.
 - b) *Amendments* – Any proposed amendments must be addressed sixty days in advance (or as soon as practical) and coordinated by the Director of Operations. The Operations Team is responsible for drafting and submitting proposed amendments to the necessary parties for signatures, then submitting the amendment to the Executive Director for the appropriate approvals.

3) *Fiscal Management Phase* – funding and processing payments.

- a) *Funding* - The CFO is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved.
- b) *Payment processing* - The Operations Team will review and process requests for payments against contracts that have been properly approved. The Operations staff will ensure that proper documentation has been received and that program staff has verified receipt of the services for which the agency is being billed. The program staff also ensures that the agency is being billed at the contract rates. The Operations Team will also maintain records of each contract that documents activities such as procurement, management and sub-recipient monitoring if required.

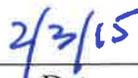
THDA Staff Assigned to Contract Management:

Chief Financial Officer	Trent Ridley
Director of Operations	Debra Murray
Director of Information Technology	Nicole Lucas

APPROVED:



Ralph M. Perrey, Executive Director



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.

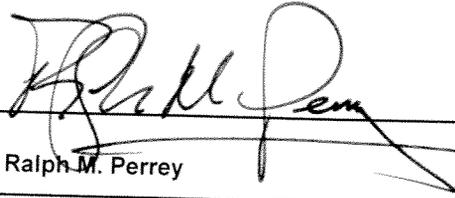
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the authorized individual named</i>
Lynn E. Miller, Chief Legal Counsel	
Trent Ridley, Chief Financial Officer	
Joe W. Brown, CPA/Controller	

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

 1/22/14

Printed Name, Title & Agency

Ralph M. Perrey

Tennessee Housing Development Agency (THDA)
Annual Contract Management Plan
For Calendar Year 2014

Coordination of Contract Activity

The main points of contact for all contract activity within THDA will be the Chief Financial Officer (CFO) and the Director of Operations. The following plan will be followed whenever needs arise within THDA that require the development and implementation of a two-party contract:

- 1) *Initial Phase* – determination of the appropriate procurement methodology for the services needed and awarding the contract. The CFO and Director of Operations, working with program staff, will determine if the contract needs to be procured through a competitive bid process, a negotiation process, or if the services are only available through a sole-source.
 - a) *Competitive Bid* – The program division will develop a scope of services and provide a potential list of vendors that would qualify to provide the services requested. The Director of Operations and staff will provide technical assistance in the preparation of a Request for Proposal (RFP). The Director of Operations will coordinate the team that will review the proposals and award the contract. The Director of Operations will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director of THDA for the appropriate approvals.
 - b) *Non-Competitive Contract* – The Director of Operations will work with the program staff to prepare the Request for Non-Competitive Contract for submission to the Executive Director of THDA. Once the Request for Non-Competitive Contract is approved, the Director of Operations will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director for the appropriate approvals.
- 2) *Operational Phase* – monitoring the contractor performance and administering contract amendments.
 - a) *Monitoring* - THDA program staff will be responsible for monitoring and ensuring that the contractor fulfills the requirements of the contract. The THDA Information Technology division (IT) will work very closely with program staff on any computer software and maintenance contracts and be the primary point of contact for the vendor in these cases. IT and program staff will report any problems to the CFO and the Director of Operations during the course of the contract.
 - b) *Amendments* – Any proposed amendments must be addressed sixty days in advance (or as soon as practical) and coordinated by the Director of Operations. The Operations Team is responsible for drafting and submitting proposed amendments to the necessary parties for signatures, then submitting the amendment to the Executive Director for the appropriate approvals.

3) *Fiscal Management Phase* – funding and processing payments.

- a) *Funding* - The CFO is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved.
- b) *Payment processing* - The Operations Team will review and process requests for payments against contracts that have been properly approved. The Operations staff will ensure that proper documentation has been received and that program staff has verified receipt of the services for which the agency is being billed. The program staff also ensures that the agency is being billed at the contract rates. The Operations Team will also maintain records of each contract that documents activities such as procurement, management and sub-recipient monitoring if required.

THDA Staff Assigned to Contract Management:

Chief Financial Officer	Trent Ridley
Director of Operations	Debra Murray
Director of Information Technology	Nicole Lucas

APPROVED:



Ralph M. Perrey, Executive Director

1/22/14
Date

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2012
---	-------------

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>
Lynn E. Miller, Chief Legal Counsel	Ralph M. Perrey by LEM
Trent Ridley, Chief Financial Officer	Ralph M. Perrey TR
Joe W. Brown, CPA/Controller	Ralph M. Perrey JWB
Laura Sinclair, Chief Programs Officer	Ralph M. Perrey LS

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 Ralph M. Perrey

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2012

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>
Lynn E. Miller, Chief Legal Counsel	Ted R. Fellman / LEM
Trent Ridley, Chief Financial Officer	Ted R. Fellman / TR
Joe W. Brown, CPA/Controller	Ted R. Fellman / JWB
Laura Sinclair, Chief Programs Officer	Ted R. Fellman / LS

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

Ted R. Fellman 1-5-12

Printed Name, Title & Agency

Ted R. Fellman

RECEIVED

2012 JAN 10 AM 10:15

FISCAL SERVICES
DEPT. GENERAL SERVICES

Service Contracts Coordinator Designation

Calendar Year of Designation:	2012
-------------------------------	------

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:	Debra Murray
Address:	404 James Robertson Pkwy, Suite 1200, Nashville, TN 37243
Telephone:	615-815-2053
E-Mail:	dmurray@thda.org

Agency Chief Executive
Signature & Date



Printed Name & Title

Ted R. Fellman, Executive Director

Agency Name

Tennessee Housing Development Agency

Tennessee Housing Development Agency (THDA)
Annual Contract Management Plan
For Calendar Year 2012

Coordination of Contract Activity

The main points of contact for all contract activity within THDA will be the Chief Financial Officer (CFO) and the Director of Operations. The following plan will be followed whenever needs arise within THDA that require the development and implementation of a two-party contract:

- 1) *Initial Phase* – determination of the appropriate procurement methodology for the services needed and awarding the contract. The CFO and Director of Operations, working with program staff, will determine if the contract needs to be procured through a competitive bid process, a negotiation process, or if the services are only available through a sole-source.
 - a) *Competitive Bid* – The program division will develop a scope of services and provide a potential list of vendors that would qualify to provide the services requested. The Director of Operations and staff will provide technical assistance in the preparation of a Request for Proposal (RFP). The Director of Operations will coordinate the team that will review the proposals and award the contract. The Director of Operations will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director of THDA for the appropriate approvals.
 - b) *Non-Competitive Contract* – The Director of Operations will work with the program staff to prepare the Request for Non-Competitive Contract for submission to the Executive Director of THDA. Once the Request for Non-Competitive Contract is approved, the Director of Operations will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director for the appropriate approvals.
- 2) *Operational Phase* – monitoring the contractor performance and administering contract amendments.
 - a) *Monitoring* - THDA program staff will be responsible for monitoring and ensuring that the contractor fulfills the requirements of the contract. The THDA Information Technology division (IT) will work very closely with program staff on any computer software and maintenance contracts and be the primary point of contact for the vendor in these cases. IT and program staff will report any problems to the CFO and the Director of Operations during the course of the contract.
 - b) *Amendments* – Any proposed amendments must be addressed sixty days in advance (or as soon as practical) and coordinated by the Director of Operations. The Operations Team is responsible for drafting and submitting proposed amendments to the necessary parties for signatures, then submitting the amendment to the Executive Director for the appropriate approvals.

3) *Fiscal Management Phase* – funding and processing payments.

- a) *Funding* - The CFO is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved.
- b) *Payment processing* - The Operations Team will review and process requests for payments against contracts that have been properly approved. The Operations staff will ensure that proper documentation has been received and that program staff has verified receipt of the services for which the agency is being billed. The program staff also ensures that the agency is being billed at the contract rates. The Operations Team will also maintain records of each contract that documents activities such as procurement, management and sub-recipient monitoring if required.

THDA Staff Assigned to Contract Management:

Chief Financial Officer	Trent Ridley
Director of Operations	Debra Murray
Director of Information Technology	Nicole Lucas

APPROVED:



Ted Fellman, Executive Director

12-20-11

Date

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2011
---	-------------

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.

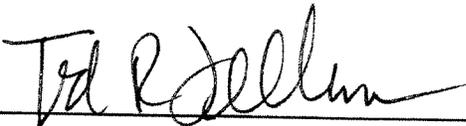
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
Lynn E. Miller, Chief Legal Counsel	Ted R. Fellman / LEM
Trent Ridley / Chief Financial Officer	Ted R. Fellman #
Joe W. Brown, CPA/Controller	Ted R. Fellman / JWB

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

Ted. R. Fellman

Agency Name

Tennessee Housing Development Agency

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:	Debra Murray
Address:	404 James Robertson Pkwy, Suite 1200, Nashville, TN 37201
Telephone:	615-815-2053
E-Mail:	dmurray@thda.org

Agency Chief Executive
Signature & Date



Printed Name & Title

Ted. R. Fellman, Executive Director

Agency Name

Tennessee Housing Development Agency

Tennessee Housing Development Agency (THDA)
Annual Contract Management Plan
For Calendar Year 2011

Coordination of Contract Activity

The main points of contact for all contract activity within THDA will be the Chief Financial Officer (CFO) and the Operations Manager II. The following plan will be followed whenever needs arise within THDA that require the development and implementation of a two-party contract:

- 1) *Initial Phase* – determination of the appropriate procurement methodology for the services needed and awarding the contract. The CFO and Operations Manager II, working with program staff, will determine if the contract needs to be procured through a competitive bid process or if the services are only available through a sole-source.
 - a) *Competitive Bid* – The program division will develop a scope of services and provide a potential list of vendors that would qualify to provide the services requested. The Operations Manager II and staff will provide technical assistance in the preparation of a Request for Proposal (RFP). The Operations Manager II will coordinate the team that will review the proposals and award the contract. The Operations Manager II will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Office of Contract Review (OCR) in Finance and Administration or to the Executive Director of THDA for the appropriate approvals.
 - b) *Sole Source Contract* – The Operations Manager II will work with the program staff to prepare the Request for Non-Competitive Contract for submission to the Executive Director of THDA or the OCR. If necessary, the Request for Non-Competitive Contract, with other appropriate documentation will be forwarded to the Fiscal Review Committee at least 60 days prior to the contract start date for their approval. Once the Request for Non-Competitive Contract is approved, the Operations Manager II will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Executive Director or OCR for the appropriate approvals.
- 2) *Operational Phase* – monitoring the contractor performance and administering contract amendments.
 - a) *Monitoring* - THDA program staff will be responsible for monitoring and ensuring that the contractor fulfills the requirements of the contract. The THDA Information Technology division (IT) will work very closely with program staff on any computer software and maintenance contracts and be the primary point of contact for the vendor in these cases. IT and program staff will report any problems to the CFO and the Operations Manager II during the course of the contract.
 - b) *Amendments* – Any proposed amendments must be addressed sixty days in advance (or as soon as practical) and coordinated by the Operations Manager II. The Operations Team is responsible for drafting and submitting proposed amendments to the necessary parties for signatures, then submitting the amendment to the Executive Director of THDA or the OCR for the appropriate approvals.

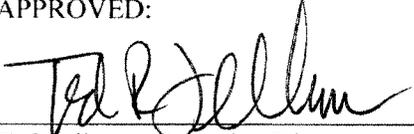
3) *Fiscal Management Phase* – funding and processing payments.

- a) *Funding* - The CFO is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved.
- b) *Payment processing* - The Operations Team will review and process requests for payments against contracts that have been properly approved. The Operations staff will ensure that proper documentation has been received and that program staff has verified receipt of the services for which the agency is being billed. The program staff also ensures that the agency is being billed at the contract rates. The Operations Team will also maintain records of each contract that documents activities such as procurement, management and sub-recipient monitoring if required.

THDA Staff Assigned to Contract Management:

Chief Financial Officer	Trent Ridley
Operations Manager II	Debra Murray
Director of Information Technology	Nicole Lucas

APPROVED:



Ted Fellman, Executive Director

1-27-11
Date

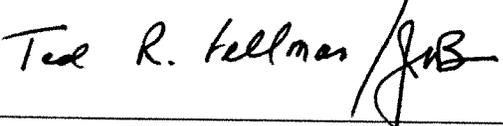
SIGNATURE CERTIFICATION & AUTHORIZATION

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 authorized individual named)
Lynn Miller, Deputy Executive Director/General Counsel	
Trent Ridley/Chief Financial Officer	
Joe W. Brown, CPA/Controller	
—	

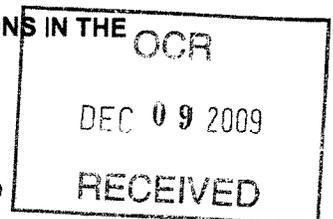
I WILL SIGN ALL SERVICE CONTRACT DOCUMENTS AND RELATED COMMUNICATIONS IN THE FOLLOWING MANNER:

AGENCY HEAD SIGNATURE & DATE:

 12-1-09

PRINTED NAME & TITLE: Ted R. Fellman, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Housing Development Agency



ALTERNATE RFP COORDINATOR DESIGNATIONS

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 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: Debra Murray

TELEPHONE: 615-815-2053

EMAIL: dmurray@thda.org

NAME: Nicole Lucas

TELEPHONE: 615-815-2250

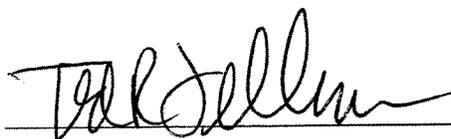
EMAIL: nlucas@thda.org

NAME:

TELEPHONE:

EMAIL:

AGENCY HEAD SIGNATURE & DATE:



12-1-09

PRINTED NAME & TITLE: Ted R. Fellman, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Housing Development Agency

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: Debra B. Murray

ADDRESS: 404 James Robertson Pkwy, Suite 1200

TELEPHONE: 615-815-2058

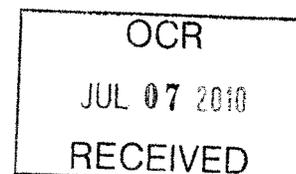
EMAIL: dmurray@thda.org

AGENCY HEAD SIGNATURE & DATE:

 7/6/10

PRINTED NAME & TITLE: Ted. R. Fellman, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Housing Development Agency



SERVICE CONTRACTS COORDINATOR DESIGNATION

CALENDAR YEAR OF DESIGNATION: 2010

VOID

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: Joe W. Brown

ADDRESS: 404 James Robertson Pkwy, Suite 1200

TELEPHONE: 615-815-2050

EMAIL: jbrown@thda.org

AGENCY HEAD SIGNATURE & DATE:



12-1-09

PRINTED NAME & TITLE: Ted. R. Fellman, Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Housing Development Agency

Tennessee Housing Development Agency (THDA)
Annual Contract Management Plan
For Calendar Year 2010

Coordination of Contract Activity

The main points of contact for all contract activity within THDA will be the Chief Financial Officer (CFO) and the Controller. The following plan will be followed whenever needs arise within THDA that require the development and implementation of a two-party contract:

- 1) *Initial Phase* – determination of the appropriate procurement methodology for the services needed and awarding the contract. The CFO and Controller, working with program staff, will determine if the contract needs to be procured through a competitive bid process or if the services are only available through a sole-source.
 - a) *Competitive Bid* – The program division will develop a scope of services and provide a potential list of vendors that would qualify to provide the services requested. The Controller and their staff will provide technical assistance in the preparation of a Request for Proposal (RFP). The CFO will coordinate the team that will review the proposals and award the contract. The Controller will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the Office of Contract Review in Finance and Administration (OCR) for the appropriate approvals.
 - b) *Sole Source Contract* – The Controller will work with the program staff to prepare the Request for Non-Competitive Contract for submission to the OCR. If necessary, the Request for Non-Competitive Contract, with other appropriate documentation will be forwarded to the Fiscal Review Committee at least 60 days prior to the contract start date for their approval. Once the Request for Non-Competitive Contract is approved, the Controller will work with the program staff to develop the contract, obtain the necessary signatures, and submit the contract to the OCR for the appropriate approvals.
- 2) *Operational Phase* – monitoring the contractor performance and administering contract amendments.
 - a) *Monitoring* - THDA program staff will be responsible for monitoring and ensuring that the contractor fulfills the requirements of the contract. The THDA Information Technology division (IT) will work very closely with program staff on any computer software and maintenance contracts and be the primary point of contact for the vendor in these cases. IT and program staff will report any problems to the CFO and the Controller during the course of the contract.
 - b) *Amendments* – Any proposed amendments must be addressed sixty days in advance (or as soon as practical) and coordinated by the Controller. The Fiscal division is responsible for drafting and submitting proposed amendments to the necessary parties for signatures, then submitting the amendment to the OCR for the appropriate approvals. All non-competitive amendments require the prior approval of the OCR, and under certain circumstances, require approval by the Fiscal Review Committee.

3) *Fiscal Management Phase* – funding and processing payments.

- a) *Funding* - The CFO is responsible for determining that adequate funding for contracts is available within the agency budget before contracts are approved.
- b) *Payment processing* - The Fiscal Administration division will review and process requests for payments against contracts that have been properly approved. The division staff will ensure that proper documentation has been received and that program staff has verified receipt of the services for which the agency is being billed. The staff also ensures that the agency is being billed at the contract rates. The Fiscal Administration division will also maintain records of each contract that documents activities such as procurement, management and sub-recipient monitoring if required.

THDA Staff Assigned to Contract Management:

Chief Financial Officer	Trent Ridley
Controller	Joe W. Brown, CPA
Assistant Director of Information Technology	Nicole Lucas
Administrative Services Manager	Debra Murray

APPROVED:



Ted Fellman, Executive Director

12-9-09
Date