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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Danielle Whitworth Barnes, Deputy Commissioner	Rebecca R. Hunter dwb
Cindy Hobbs, Fiscal Director	Rebecca R. Hunter cmh
Brigitte Tubbs-Jones, Director of Legal Services	Rebecca R. Hunter BJJ

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 Rebecca R Hunter

Printed Name, Title & Agency **Rebecca R. Hunter, Commissioner- Department of Human Resources**

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Brigitte Tubbs-Jones, Director of Legal Services
Address:	505 Deaderick Street, 1st floor, Polk Bldg., Nashville, TN 37243
Telephone:	615-532-8853
E-Mail:	Brigitte.Tubbs-Jones@tn.gov

Agency Chief Executive Signature & Date Rebecca R Hunter

Printed Name & Title **Rebecca R. Hunter, Commissioner**

Agency Name **Department of Human Resources**

STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
FIRST FLOOR, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0635
(615) 741-2958

Bill Haslam
GOVERNOR

Rebecca R. Hunter
COMMISSIONER

Contract Management Plan for Calendar Year 2015

- The requesting division will communicate specific contract needs to the Fiscal Director in an effort to determine and ensure the availability of funds. The Fiscal Director will confirm that funds for the contract have been approved by the agency head.
- Once availability of funds and approval of services to be contracted has been established, the requesting Division Director (or designated staff person) shall either submit an internal contract request form or contact the Director of Legal Services (or designated staff person) directly.
- The Division Director and Director of Legal Services will consult regarding division's contract needs, scope of services, and the best way to procure the services. The consultation will assess whether a special contract request is needed and if so, the Director of Legal Services will draft the request once requested information has been received from Division Director. Once drafted, the request will be submitted to the Central Procurement Office (CPO) for approval.
- If a special contract request is not needed, the Director of Legal Services will draft the contract and will forward to Division Director to distribute to proposed contractor for signature. If a special contract request is needed, the contract will be drafted upon approval of the request by CPO and will be forwarded to the Division Director for distribution as stated above.
- Division Directors are responsible for consulting with Fiscal Director or assigned staff person to ensure that proposed contractor is properly registered as a vendor in Edison. Division Directors are also responsible for ensuring that Contractors are in compliance with the established contract terms throughout the duration of the contract.
- Once the contract/amendment has been signed by the contractor and returned to DOHR, the contract will be signed by the Commissioner (or authorized signatory) and routed to Fiscal Director for signature of the contract summary sheet.
- Once contract summary sheet has been signed, the contract is routed to assigned DOHR staff for uploading into Edison and routing for approval.

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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Ken Becker, Deputy Commissioner	Rebecca R. Hunter KB
Danielle Whitworth Barnes, Asst. Commissioner/General Counsel	Rebecca R. Hunter dwb
Cindy Hobbs, Fiscal Director	Rebecca R. Hunter cmh
Brigitte Tubbs-Jones, Employment Law Counsel	Rebecca R. Hunter BTJ

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 Rebecca R Hunter

Printed Name, Title & Agency **Rebecca R. Hunter, Commissioner, Department of Human Resources**

Service Contracts Coordinator Designation

Calendar Year of Designation:	2014

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

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

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- providing service contracting information and training to the agency's staff as necessary, and
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Name:	Brigitte Tubbs-Jones
Address:	505 Deaderick Street, 1st floor, James K. Polk building, Nashville, TN 37243
Telephone:	615-532-8853
E-Mail:	Brigitte.Tubbs-Jones@tn.gov

Agency Chief Executive Signature & Date Rebecca R Hunter

Printed Name & Title **Rebecca R. Hunter, Commissioner**

Agency Name **Department of Human Resources**