

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Ky Sychareune
Address:	312 Rosa L. Parks 13 th floor
Telephone:	615-532-7614
E-Mail:	Ky.sychareune@tn.gov

Agency Chief Executive
Signature & Date

Mary-Bears Grindon

Printed Name & Title

MARY-BEARS GRINDON - COMMISSIONER

Agency Name

VETERANS AFFAIRS

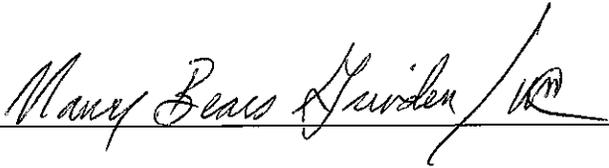
Signature Certification & Authorization

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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

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

MAWY-BEARS GRINDER - COMMISSIONER

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:

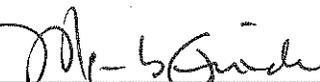
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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:	La Donna Copeland
Address:	312 Rosa L. Parks Avenue – TN Tower – 13 th Floor Nashville, Tennessee 37243
Telephone:	615-253-8972
E-Mail:	Ladonna.copeland@tn.gov

Agency Chief Executive
Signature & Date



Printed Name & Title

Mary-Bears Grinder - Commissioner

Agency Name

Tennessee Department of Veterans Affairs

Signature Certification & Authorization

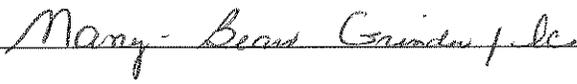
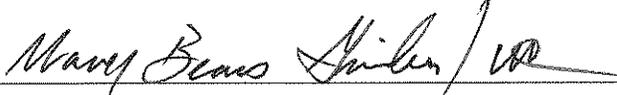
for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2013

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.

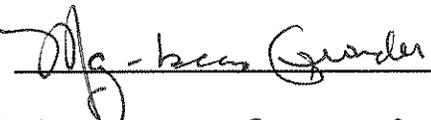
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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>
La Donna Copeland – Budget Officer	
Wendell Cheek – Deputy Commissioner	

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

 20 Dec 2012

Printed Name, Title & Agency

Mary-Bears Grinder, Commissioner, TIVA

Tennessee Department of Veterans Affairs 2013 - Contract Management Plan

The Tennessee Department of Veterans Affairs (TDVA) has established the following Contract Management Plan for the effective management of all contracts under its purview. The Department has appointed a Service Contracts Coordinator (SCC) that will assume the responsibilities to include:

- > Serving as the point of contact between the Department and the Office of Contracts Review
- > Ensuring changes in contracting statutes, policies and procedures are current
- > Ensure vendors meet the standards required
- > Negotiation of contract services, terms and condition if required
- > Advise key staff of all changes in contracting statutes, policies and procedures
- > Review and approve all service contracts prior to submission of signature process.
- > Ensure service contracts are in compliance with State Contracting Statutes, policies and procedures before processing
- > Quality control to include inspection and verification of the contractor's product

Contract Development

All contracts will be coordinated through the TDVA Service Contracts Coordinator, in consultation with the Deputy Commissioner with final approval by the Commissioner. The SCC will determine those contracts that are necessary for the operation of the Department and the preferred process for procurement (i.e., competitive bid contracts or sole source contracts). The SCC will prepare applicable requests (i.e., Rule Exception request) for the review and approval of the Commissioner, which will then be forwarded to Finance and Administration. The SCC will then present a draft of the required contract to the Commissioner for approval.

Contract Monitoring

The SCC will be responsible for monitoring all Departmental contracts and making any recommended amendments if needed. The SCC shall draft the appropriate amendment(s) for approval by the Commissioner and submit final approved amendment(s) to the Department of Finance and Administration Office of Contracts Review. Any instances of non-compliance with contracting policies and procedures will be reported to the Commissioner who shall review the contract and circumstances of non-compliance and advise the best course of action to be taken. If legal action is advisable, the SCC will make the appropriate contact with the Office of the Attorney General.

Fiscal Management

The Budget Director's responsibilities within the Contract Management Plan includes determining if adequate funding is available for contracts within the Departments budget before any contract is approved, monitoring expenditures to ensure billing at the contractual rate is met, ensures contracts meets conformity with provisions established within the contract, ensuring payments against contracts are properly approved, documented, and manage all sub-recipient services if applicable.

Contract Approval

The Commissioner of TDVA approves all Tennessee State Veterans Homes Board contracts for services that must be approved in advance pursuant to Tennessee Code Annotated §§ 12-4-109 and 58-7-104(b)(3). In the event the Commissioner is not available to sign the contracts, designated staff has been authorized to sign the contracts in her absence.

Approved


Commissioner

20 Dec 2012
Date