

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

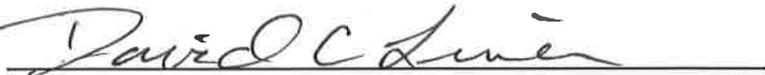
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

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

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

David C. Liner, Executive Director, Board of Parole



**STATE OF TENNESSEE
BOARD OF PAROLE**
404 JAMES ROBERTSON PARKWAY, SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 615-741-1673

MEMORANDUM

TO: Michael Perry
Chief Procurement Officer
Department of General Services

FROM: David Liner, Executive Director 
Board of Parole

DATE: February 19, 2015

SUBJECT: Contract Management Plan – Calendar Year 2015

The contract management plan and signature authorization from the Board of Parole for calendar year 2015 are attached.

If you have any questions or require further information please feel free to contact Gail Best at (615) 532-0506.

Annual Contract Management Plan
for
Calendar Year 2015



**Tennessee Board of Parole
Contract Management Plan**

Calendar Year 2015

The Board of Parole's mission is to minimize public risk and promote lawful behavior by the prudent, orderly release of adult offenders. The agency has 84 employees, including seven voting Board members located across the state.

Staffing for Contract Management

Because the Board of Parole (BOP) is a small agency, there is no position dedicated to contract management. The Fiscal Director, Gail Best, is responsible for all contract-related tasks BOP may need to carry out its mission.

Current and Anticipated Needs

Currently, BOP has only two interdepartmental contracts and two Delegated Purchase Authorities. For 2015, the Board anticipates continuing both interdepartmental contracts and both DPs, but does not anticipate the need for any vendor contracts.

Monitoring and Compliance

All of BOPs contracts are used as needed, sometimes only once or twice a year. The employee who requests each service is responsible for assessing the quality and timeliness of that particular instance of usage. The employee approves each invoice, indicating that the service was acceptable. In addition, BOPs internal auditor reviews contract usage and compliance during the routine audit of the Fiscal division. Because BOP has no vendor contracts, there is no need for the semi-annual attestations required by Executive Order 41 and TCA 12-3-309.

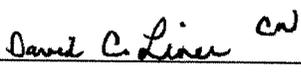
Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2012
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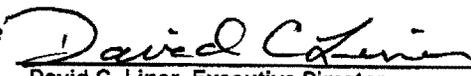
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Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the authorized individual named</i>
Colis Newble, Jr. Probation and Parole Administrator Specialized Divisions	

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

 11/19/12

David C. Liner, Executive Director

Printed Name, Title & Agency

Board of Parole

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2012
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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 <u>authorized individual</u> named</i>
Colis Newble, Jr. Probation and Parole Administrator Specialized Divisions	<i>Patricia A. Merritt / CN</i>

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

Patricia A. Merritt 12/19/2011

Printed Name, Title & Agency

Patricia A. Merritt, Executive Director,
Tennessee Board of Probation and Parole

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:	Priscilla E. Wainwright
Address:	404 James Robertson Parkway, Suite 1400
Telephone:	(615) 253-5571
E-Mail:	Priscilla.Wainwright@tn.gov

Agency Chief Executive
Signature & Date

Patricia A. Merritt

12/19/2011

Printed Name & Title

Patricia A. Merritt, Executive Director

Agency Name

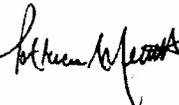
Tennessee Board of Probation and Parole



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
404 JAMES ROBERTSON PARKWAY SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 (615)741-1673

MEMORANDUM

TO: Jessica Robertson
Chief Procurement Officer
Department of General Services

FROM: Patricia A. Merritt, Executive Director 
Board of Probation and Parole

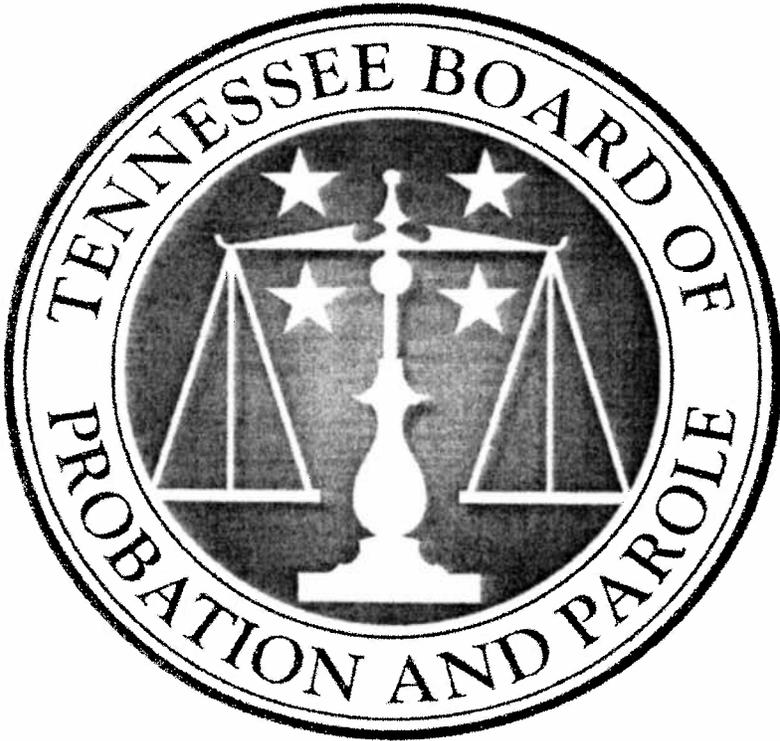
DATE: December 7, 2011

SUBJECT: Contract Management Plan – Calendar Year 2012

Pursuant to *Tennessee Code Annotated* §12-4-109(d), attached is the contract management plan from the Board of Probation and Parole for calendar year 2012.

Should you have any questions or require further information please feel free to contact Priscilla Wainwright at (615) 253-5571.

Annual Contract Management Plan



Board of Probation and Parole for Calendar Year 2012

Patricia A. Merritt 12/19/11
Patricia A. Merritt Date
Executive Director

**Tennessee Board of Probation and Parole
Contract Management Plan**

Calendar Year 2012

The Board of Probation and Parole's mission is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least possible cost to taxpayers. Partnerships continue with other state agencies such as Corrections, Mental Health, Transportation and the Tennessee Foreign Language Institute to more effectively manage offenders under BOPP supervision. The Board of Probation and Parole operates and provides direct services through two operational divisions, Field Services, managed by the Division Director, and administrative service divisions, managed by two Probation/Parole Administrators.

I. Management Structure

A. Parole Board

The Parole Board is a seven-member board appointed by the Governor to conduct parole hearings and make decisions relative to parole. The Board also reviews and makes recommendations to the Governor on executive clemencies.

B. Administrative Service Divisions

BOPP has administrative service divisions that are responsible for human resource services, budget, fiscal management services, board operations, hearings, research, policy and planning, information systems, training, and community corrections.

Fiscal Services Division: This division is responsible for administering budgetary and procurement functions. This division is also responsible for determining the appropriate type of funding for all agency contracts and processing reimbursement requests.

Budget Division: This division is responsible for planning the agency's spending and determining the availability of funding. As the agency has grown, fiscal and budgetary processes outgrew the fiscal division alone. An assistant director has been added to this division which specializes in budgetary functions.

Board Operations Division: This division provides services to victims, family members affected by crime and other interested parties through the notification of hearings, clarification of hearing process and referrals to other agencies. This division is also responsible for securing psychological evaluations for State inmates housed in TDOC facilities and local jails, in accordance with Tennessee Code Annotated §§40-28-116(a) and 40-35-

503(c) prior to parole hearings and preparing dockets for all hearings to be conducted.

Hearing Officers Division: This division is responsible for holding parole hearings and making recommendations to the Board for final decisions. This division also provides appellate review of hearings to ensure parole hearings are conducted pursuant to all applicable statutes, policies and procedures.

Research, Policy and Planning Division: This division provides technical assistance and support to all agency divisions. This is accomplished by providing information and data and through program audit. This division is also responsible for performing the agency's annual inspection and review process. The policy section provides statistical data for the BOPP Annual Report, as well as designs, revises and/or corrects agency policies and forms. The policy section develops and maintains unit manuals and issues Agency policies in consultation with respective committees or divisions. A grant-writing position was added to the division to identify grant opportunities consistent with the agency mission and to facilitate the grant application process.

Information Systems Division: The Information Systems (IS) Division provides direction, planning, training, security and resources in managing the information systems needs of the Board of Probation and Parole. IS provides day-to-day systems and technical support to every division and the Probation and Parole offices throughout the state, as well as long range planning and development of systems that support the business of Probation and Parole.

Human Resources: The Human Resources (HR) Division provides advice and assistance to Agency employees on all human resource matters and administers, monitors and processes employee benefit programs. The HR staff prepares and implements an Affirmative Action Plan and communicates with BOPP employees, other State agency employees, and the public regarding appointment, promotional and other recruitment procedures.

Training Division: The BOPP Training Division recognizes that State employees are the greatest potential asset to their Agency and government. Training's goal is to develop and implement an annual training plan at the district-level that ensures adherence to policy, utilizes employees' talents, aids staff in personal and professional development, and giving the staff knowledge and techniques to effectively supervise and manage adult offenders.

C. Supervision Programs

BOPP has two (2) divisions that provide supervision services for offenders in the community.

Field Services: The Field Services Division is responsible for the statewide supervision of adult parolees, probationers, and offenders on community supervision for life. This division provides instructions and assistance to inmates in preparation for the parole release process, administers the Interstate Compact on Adult Offender Supervision (ICAOS), an agreement that allows for the transfer of a probationer/parolee's supervision from the jurisdiction of one state to another. This division oversees all offender treatment services, drug testing services, offender community service work, electronic and GPS monitoring. This division prepares investigative reports on offenders utilized by sentencing courts as well as for classification of institution-bound offenders. This division also oversees sanctions to deter further criminal behavior. Staffing and training continue for the two apprehension units made up of officers who have graduated from an accredited law enforcement training program, begun in 2009. Some of the officers originally trained have left the agency or taken other assignments. Located in the Jackson and Memphis offices, the officers in the units assist probation and parole officers in high crime areas and arrest absconders who violate conditions of their court orders or BOPP rules.

Community Corrections Program : The Community Corrections Program Division was created by legislation in 1985 with the passage of the "Tennessee Community Corrections Act of 1985", TCA 46-36-101. Community Corrections Programs provide services and programs in local jurisdictions for eligible felony offenders in lieu of incarceration in state penal institutions or local jails. Such alternatives include non-custodial community corrections options, short-term community residential treatment options, and individualized evaluation and treatment services as provided in TCA 40-36-302. Currently, there are nineteen Community Corrections Agencies statewide. Three of these agencies are residential and/or day reporting programs and sixteen are supervision programs.

II. Contract Coordination

It is the intent of the Board of Probation and Parole to utilize professional service contracts and grants to provide efficient and cost effective services for adult offenders under Probation and Parole supervision. To this end, and to assure accountability of all state funds used through contracts, the Board has assigned a position in Central Office to assist with the development, coordination and processing of all agency contracts and act as

agency RFP coordinator. Contract-related duties include, but are not limited to, the following:

- assisting division directors with developing request for proposals (RFP), contract amendments, fee-for-service contracts, and grant related contracts;
- determining method and scoring for RFP/RFS evaluations;
- maintaining solicitations and contract documentation;
- drafting and reviewing contracts;
- providing technical assistance; and
- tracking contract expirations.

Programmatic need determination is the responsibility of each respective division director. It is their responsibility to determine which direct or indirect services are best suited to be provided by contract. The RFP coordinator will work with division directors or their respective designees to procure professional services.

The Budget Director will review drafted contracts and requests for services to ensure availability of financial resources.

The Contract Director will review all contract documents for completeness and compliance to all applicable State policies and procedures and/or other applicable federal guidelines.

All contracts are then forwarded to the Executive Director or her designee for review and signature before submission for approval through the Edison System.

III. Fiscal Management

The Fiscal Services Division is responsible for the processing of all payments to contracted agencies. Fiscal Services reviews all requests for payment against the approved contract, assures all appropriate supporting documentation is received with the request for payment. All payment reimbursement requests are billed at established contract rates and in conformity with the provisions of each contract. Additionally, Fiscal Services is required to maintain all records of contracts, requests for payments - with accompanying documentation, and inventories established by agencies under contract.

IV. Technical Review and Audit

It is the responsibility of the division director or his/her designee to review contract performance in terms of progress performance, impact and compliance with contract provisions and to communicate with contractors and sub-recipients to ensure maximum performance and intended results. The Board's Technical Services Division staff conducts annual programmatic and financial reviews and audits of contracts associated with the Community Corrections Grant Program. Any and all findings resulting from an

audit are reviewed and followed up by appropriate program and/or fiscal staff. The Chairman and/or the Board, as well as BOPP Senior Management also review all findings. Any audit findings requiring corrective action and/or sanctions are monitored to insure that appropriate steps have been taken to correct any problems.

As mandated by Executive Order 41 and Public Acts Chapter Number 878, performance assessments for vendors and grantees were administered twice during calendar year 2011, and assist in contract management.

Signature Certification & Authorization

for purposes of professional service contract & supporting documents

Calendar Year of Certification & Authorization(s)	2011
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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 <u>authorized individual</u> named</i>
Colis Newble, Jr. Probation and Parole Administrator Specialized Divisions	<i>Patricia A. Merritt CM</i>

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 *Patricia A. Merritt* 7/11/2011

Printed Name & Title Patricia Merritt, Executive Director

Agency Name Tennessee Board of Probation and Parole

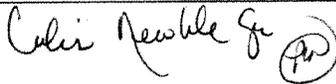
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Calendar Year of Certification & Authorization(s)	20 VOID
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Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Patricia Merritt Probation and Parole Administrator Management Resources Divisions	

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

 5/13/2011

Printed Name & Title

Colis Newble Jr., Interim Executive Director

Agency Name

Tennessee Board of Probation and Parole

Signature Certification & Authorization

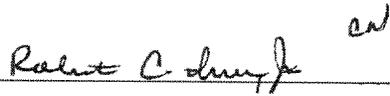
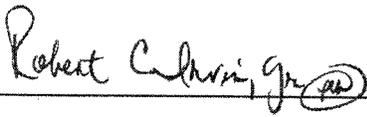
for purposes of professional service contract & supporting documents

VOID

Calendar Year of Certification & Authorization(s)

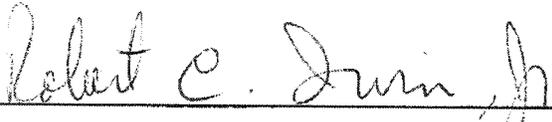
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Collis Newble Probation and Parole Administrator Specialized Divisions	
Patricia Merritt Probation and Parole Administrator Management Resources Divisions	

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

 4/6/2011

Printed Name & Title

Robert C. Irvin, Jr., Executive Director

Agency Name

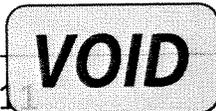
Tennessee Board of Probation and Parole

RECEIVED

By OCR at 9:33 am, Apr 06, 2011

Signature Certification & Authorization

for purposes of professional service contract & supporting documents



Calendar Year of Certification & Authorization(s)	201
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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>
Colis Newble Probation and Parole Administrator Specialized Divisions	<i>Robert C. Irvin, Jr. CW</i>

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 *Robert C. Irvin, Jr. 1/25/11*

Printed Name & Title Robert C. Irvin, Jr., Executive Director

Agency Name Tennessee Board of Probation and Parole

Service Contracts Coordinator Designation

Calendar Year of Designation:	2011
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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
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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:	Priscilla E. Wainwright
Address:	404 James Robertson Parkway, Suite 1310 Nashville, TN 37243
Telephone:	(615) 253-5571
E-Mail:	priscilla.wainwright@tn.gov

Agency Chief Executive
Signature & Date

Robert C. Irvin Jr. 11/30/10

Printed Name & Title

Robert C. Irvin Jr., Executive Director

Agency Name

Tennessee Board of Probation and Parole



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
404 JAMES ROBERTSON PARKWAY SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 (615)741-1673

MEMORANDUM

TO: Mike Morrow, Commissioner
Department of Finance and Administration

FROM: Robert C. Irvin, Jr., Executive Director
Board of Probation and Parole *Robert C. Irvin Jr.*

DATE: December 1, 2010

SUBJECT: Contract Management Plan – Calendar Year 2011

Pursuant to *Tennessee Code Annotated* §12-4-109(d) and Department of Finance and Administration Administrative Rules, Chapter 0620-3-8, attached is the contract management plan from the Board of Probation and Parole for calendar year 2011.

Should you have any questions or require further information please feel free to contact Priscilla Wainwright at 615-253-5571.

**Tennessee Board of Probation and Parole
Contract Management Plan**

Calendar Year 2011

The Board of Probation and Parole's mission is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least possible cost to taxpayers. Work begun in calendar year 2009 with the Department of Correction and the Board of Probation and Parole to jointly manage the State's prison population continues. The Board of Probation and Parole operates and provides direct services through two operational divisions, Field Services, managed by the Division Director, and administrative service divisions, managed by two Probation/Parole Administrators.

I. Management Structure

A. Parole Board

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- assisting division directors with developing request for proposals (RFP), contract amendments, fee-for-service contracts, and grant related contracts;
- determining method and scoring for RFP/RFS evaluations;
- maintaining solicitations and contract documentation;
- drafting and reviewing contracts;
- providing technical assistance; and
- tracking contract expirations.

Programmatic need determination is the responsibility of each respective division director. It is their responsibility to determine which direct or indirect services are best suited to be provided by contract. The RFP coordinator will work with division directors or their respective designees to procure professional services.

The Budget Director will review drafted contracts and requests for services to ensure availability of financial resources.

The Contract Coordinator will review all contract documents for completeness and compliance to all applicable policies and procedures established by the Department of Finance and Administration's Office of Contract Review and/or other applicable federal guidelines.

All contracts are then forwarded to the Executive Director or his designee for review and signature before submission to the Department of Finance and Administration for approval either through the Edison System or as paper documents (interdepartmental fee for service, no cost, revenue or grant contracts).

III. Fiscal Management

The Fiscal Services Division is responsible for the processing of all payments to contracted agencies. Fiscal Services reviews all requests for payment against the approved contract, assures all appropriate supporting documentation is received with the request for payment. All payment reimbursement requests are billed at established contract rates and in conformity with the provisions of each contract. Additionally, Fiscal Services is required to maintain all records of contracts, requests for payments - with accompanying documentation, and inventories established by agencies under contract.

IV. Technical Review and Audit

It is the responsibility of the division director or his/her designee to review contract performance in terms of progress performance, impact and compliance with contract provisions and to communicate with contractors and sub-recipients to ensure maximum performance and intended results. The Board's Technical Services Division staff conducts annual programmatic and financial reviews and audits of contracts associated with the Community Corrections Grant Program. Any and all findings resulting from an audit are reviewed and followed up by appropriate program and/or fiscal staff. The Chairman and/or the Board, as well as BOPP Senior Management also review all findings. Any audit findings requiring corrective action and/or sanctions are monitored to insure that appropriate steps have been taken to correct any problems.

Performance assessment instruments for vendors and grantees were administered twice during calendar year 2010, and assist in contract management.

SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION:

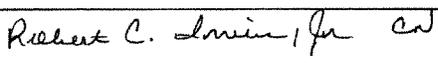
2010

EXPIRED

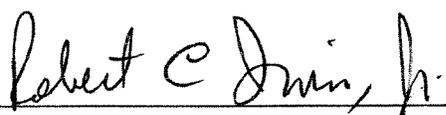
NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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)
Emily Hudgens Probation & Parole Administrator Management Resources Divisions	
Colis Newble Probation and Parole Administrator Specialized Divisions	

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

AGENCY HEAD SIGNATURE & DATE:  6/29/10

PRINTED NAME & TITLE: Robert C. Irvin, Jr., Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Board of Probation and Parole

OCR
JUL 01 2010
RECEIVED

SIGNATURE CERTIFICATION & AUTHORIZATION

CALENDAR YEAR OF CERTIFICATION/AUTHORIZATION: 2010

VOID

NOTICE TO COMMISSIONER OF FINANCE & ADMINISTRATION:

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NAME AND TITLE	SAMPLE SIGNATURE WITH INITIALS <small>(sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named)</small>
<p>Emily Wilson Probation & Parole Administrator Management Resources Divisions</p>	
<p>Colis Newble Probation and Parole Administrator Specialized Divisions</p>	

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

AGENCY HEAD SIGNATURE & DATE: Robert C. Irvin, Jr. 11/30/09

PRINTED NAME & TITLE: Robert C. Irvin, Jr., Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Board of Probation and Parole

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: Priscilla E. Wainwright

ADDRESS: 404 James Robertson Parkway, Suite 1300
Nashville TN 37243

TELEPHONE: (615) 253-5571

EMAIL: Priscilla.Wainwright@tn.gov

AGENCY HEAD SIGNATURE & DATE:

 11/30/09

PRINTED NAME & TITLE: Robert C. Irvin, Jr., Executive Director

DEPARTMENT OR AGENCY NAME: Tennessee Board of Probation & Parole



STATE OF TENNESSEE
BOARD OF PROBATION AND PAROLE
404 JAMES ROBERTSON PARKWAY SUITE 1300
NASHVILLE, TENNESSEE 37243-0850 (615)741-1673

MEMORANDUM

TO: M.D. Goetz, Jr., Commissioner
Department of Finance and Administration

FROM: Robert C. Irvin, Jr., Executive Director *red*
Board of Probation and Parole

DATE: December 1, 2009

SUBJECT: Contract Management Plan – Calendar Year 2010

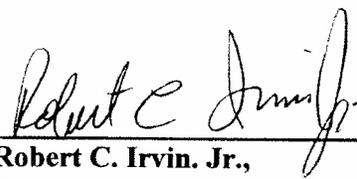
Pursuant to *Tennessee Code Annotated* §12-4-109(d) and Department of Finance and Administration Administrative Rules, Chapter 0620-3-8, attached is the contract management plan from the Board of Probation and Parole for calendar year 2010.

Should you have any questions or require further information please feel free to contact Priscilla Wainwright at 615-253-5571.

Annual Contract Management Plan



Board of Probation and Parole for Calendar Year 2010

 11/30/09
Robert C. Irvin, Jr., Date
Executive Director

**Tennessee Board of Probation and Parole
Contract Management Plan**

Calendar Year 2010

The Board of Probation and Parole's mission is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least possible cost to taxpayers. It is also the Board's responsibility to assist the Department of Correction in the management of the State's prison population. The Board of Probation and Parole operates and provides direct services through two operational divisions, Field Services, managed by the Division Director, and administrative service divisions, managed by two Probation/Parole Administrators.

I. Management Structure

A. Parole Board

The Parole Board is a seven-member board appointed by the Governor to conduct parole hearings and make decisions relative to parole. The Board also reviews and makes recommendations to the Governor on executive clemencies.

B. Administrative Service Divisions

BOPP has administrative service divisions that are responsible for personnel services, budget, fiscal management services, board operations, hearings, research, policy and planning, information systems, training, and community corrections.

Fiscal Services Division: This division is responsible for administering budgetary and procurement functions. This division is also responsible for determining the appropriate type of funding for all agency contracts and processing reimbursement requests.

Budget Division: This division is responsible for planning the agency's spending and determining the availability of funding. As the agency has grown, fiscal and budgetary processes outgrew the fiscal division alone. An assistant director has recently been added to this division which specializes in budgetary functions.

Board Operations Division: This division provides services to victims, family members affected by crime and other interested parties through the notification of hearings, clarification of hearing process and referrals to other agencies. This division is also responsible for securing psychological evaluations for State inmates housed in TDOC facilities and local jails, in accordance with Tennessee Code Annotated §§40-28-116(a) and 40-35-503(c) prior to parole hearings and preparing dockets for all hearings to be conducted.

Hearing Officers Division: This division is responsible for holding parole hearings and making recommendations to the Board for final decisions. This division also provides appellate review of hearings to ensure parole hearings are conducted pursuant to all applicable statutes, policies and procedures.

Research, Policy and Planning Division: This division provides technical assistance and support to all agency divisions. This is accomplished by providing information and data and through program audit. This division is also responsible for performing the agency's annual inspection and review process. The policy section is responsible for the BOPP Annual Report, as well as designing, revising and/or correcting agency policies and forms. The policy section develops and maintains unit manuals and issues Agency policies in consultation with respective committees or divisions. A grant-writing position was added to the division to identify grant opportunities consistent with the agency mission and to facilitate the grant application process.

Information Systems Division: The Information Systems (IS) Division provides direction, planning, training, security and resources in managing the information systems needs of the Board of Probation and Parole. IS provides day-to-day systems and technical support to every division and the Probation and Parole offices throughout the state, as well as long range planning and development of systems that support the business of Probation and Parole.

Human Resources: The Human Resources (HR) Division provides advice and assistance to Agency employees on all human resource matters and administers, monitors and processes employee benefit programs. The HR staff prepares and implements an Affirmative Action Plan and communicates with BOPP employees, other State agency employees, and the public regarding appointment, promotional and other recruitment procedures.

Training Division: The BOPP Training Division recognizes that State employees are the greatest potential asset to their Agency and government. Training's goal is to develop and implement an annual training plan at the district-level that ensures adherence to policy, utilizes employees' talents, aids staff in personal and professional development, and giving the staff knowledge and techniques to effectively supervise and manage adult offenders.

C. Supervision Programs

BOPP has two (2) divisions that provide supervision services for offenders in the community.

Field Services: The Field Services Division is responsible for the statewide supervision of adult parolees, probationers, and offenders on community supervision for life. This division provides instructions and assistance to inmates in preparation of the parole release process, administers the Interstate Compact on Adult Offender Supervision (ICAOS), an agreement that allows for the transfer of a probationer/parolee's supervision from the jurisdiction of one state to another. This division oversees all offender treatment services, drug testing services, offender community service work, electronic and GPS monitoring. This division prepares investigative reports on offenders utilized by sentencing courts as well as for classification of institution-bound offenders. This division also oversees sanctions to deter further criminal behavior. Added in 2009 were two apprehension units made up of officers who have graduated from an accredited law enforcement training program. Located in the Jackson and Memphis offices, the officers in the units assist ppo's in high crime areas and arrest absconders who violate conditions of their court orders or BOPP rules.

Community Corrections Program : The Community Corrections Program Division was created by legislation in 1985 with the passage of the "Tennessee Community Corrections Act of 1985", TCA 46-36-101. Community Corrections Programs provide services and programs in local jurisdictions for eligible felony offenders in lieu of incarceration in state penal institutions or local jails. Such alternatives include non-custodial community corrections options, short-term community residential treatment options, and individualized evaluation and treatment services as provided in TCA 40-36-302. Currently, there are nineteen Community Corrections Agencies statewide. Three of these agencies are residential and/or day reporting programs and sixteen are supervision programs.

II. Contract Coordination

It is the intent of the Board of Probation and Parole to utilize professional service contracts and grants to provide efficient and cost effective services for adult offenders under Probation and Parole supervision. To this end, and to assure accountability of all state funds used through contracts, the Board has assigned a position in Central Office additional duties to assist with the development, coordination and processing of all agency contracts and act as agency RFP coordinator. Contract-related duties include, but are not limited to, the following:

- assisting division directors with developing request for proposals (RFP), contract amendments, fee-for-service contracts, and grant related contracts;
- determining method and scoring for RFP/RFS evaluations;
- maintaining solicitations and contract documentation;
- drafting and reviewing contracts;
- providing technical assistance; and
- tracking contract expirations.

Programmatic need determination is the responsibility of each respective division director. It is their responsibility to determine which direct or indirect services are best suited to be provided by contract. The RFP coordinator will work with division directors or their respective designees to procure professional services.

The Budget Director will review drafted contracts and requests for services to ensure availability of financial resources.

The Contract Coordinator will review all contract documents for completeness and compliance to all applicable policies and procedures established by the Department of Finance and Administration's Office of Contract Review and/or other applicable federal guidelines.

All contracts are then forwarded to the Executive Director or his designee for review and signature before submission to the Department of Finance and Administration for approval either through the Edison System or as paper documents (interdepartmental fee for service, no cost, revenue or grant contracts).

III. Fiscal Management

The Fiscal Services Division is responsible for the processing of all payments to contracted agencies. Fiscal Services reviews all requests for payment against the approved contract, assures all appropriate supporting documentation is received with the request for payment. All payment reimbursement requests are billed at established contract rates and in conformity with the provisions of each contract. Additionally, Fiscal Services is required to maintain all records of contracts, requests for payments - with accompanying documentation, and inventories established by agencies under contract.

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audit are reviewed and followed up by appropriate program and/or fiscal staff. The Chairman and/or the Board, as well as BOPP Senior Management also review all findings. Any audit findings requiring corrective action and/or sanctions are monitored to insure that appropriate steps have been taken to correct any problems.

Performance assessment instruments for vendors and grantees were administered in the Spring for the contract period July-December 2008 and Fall for the contract period of January-June 2009. Assessments are performed every six months, and assist in contract management.