Signature Certification and Authorization

Complete the text fields and follow, replace, or otherwise address red instructional text as indicated.

State Agency	**Department of Labor & Workforce Development**
Calendar year of certification and authorization	**2015**

This signature certification and authorization document supersedes all prior signature and certification documents of the State Agency identified above. This document shall be effective immediately and remain in effect for the calendar year above unless superseded by a new document of this type properly filed with the Central Procurement Office.

The following individuals are authorized to sign procurement documents on my behalf.

Printed name and title	Sample signature with initials Sample of State Agency head's name as it will be signed and initialed by the authorized individual names
Dustin Swayne, Deputy Commissioner	Burns P. Phillips, III
Mickey Butler, Fiscal Administrator	Burns P. Phillips III MB
Fred Gaston, HR Administrator	Burns P. Phillips III

Add or delete rows as necessary

The following individuals are authorized to sign the Central Procurement Office's formal request documents, e.g., Contract Termination Request, Rule Exception Request, Special Contract Request, in their own capacity using a "wet" signature, digital signature, or other electronic approval.

Printed name and title	Sample signature
Dustin Swayne, Deputy Commissioner	Burns P. Phillips, III
Mickey Butler, Fiscal Administrator	Burns P. Phillips III MB
Fred Gaston, HR Administrator	Burns P. Phillips III

Add rows as necessary

Further, as the head of the State Agency identified above, I will sign all procurement documents in the following manner:

State Agency head's signature and date Burns P. Phillips III

State Agency head's printed name BURNS P. PHILLIPS, III

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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Dustin Swayne, DEPUTY	Burns P. Phillips BS
Mickey Butler Administrator, Administration	Burns P. Phillips MB
Sterling Van der Spuy Administrator, WORKFORCE SVCS	Burns P. Phillips SVdS
FRED GASTON HR ADMINISTRATOR	Burns P. Phillips III (JH)

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 Burns P. Phillips III

Printed Name, Title & Agency Commissioner, Labor + Workforce Dev.

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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Ron Jones, Administrator	Karla Davis RJ
Alisa Malone, Deputy Commissioner	Karla Davis
Stephanie Mitchell, General Counsel	Karla Davis/SM

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 Karla Davis 12/21/11

Printed Name, Title & Agency **Karla Davis, Commissioner, Labor and Workforce Development**

Department of Labor and Workforce Development
Annual Contract Management Plan
For Calendar Year 2012
337.01

Effective 01/01/12

Responsibility	**Action**
Requesting Division	The requesting division contacts the Fiscal Services for assistance in the preparation of all type contracts. They provide the scope of service, start date, end date, maximum liability and funding.
Fiscal Services Tracking	Fiscal Services prepares all type of contracts using the Office of Contract Review (OCR) word document templates with the appropriate language discussed with the requesting division. The Request For Services (RFS) number is assigned for tracking and entered into the Contract Tracking spreadsheet. Fiscal Services tracks the process location of the contract until the fully executed contract is delivered to the vendor.
Requesting Division	The requesting division reviews the contract and returns it to Fiscal Services.
Fiscal Services	**All non-competitive contracts (if required) are forwarded to General Assembly's Fiscal Review Committee, for the 15-day review period for approval.** **Note: If the contract is a Request For Proposal (RFP), it will be forwarded to the Office of Contract Review for approval as well as the Comptrollers Office.** Upon approval by the requesting division and the Fiscal Review Committee, when required, Fiscal Services mails a copy to the vendor for approval and signing. In addition, the vendor is directed to the state's registry for contractors and provided with an Authorization Agreement for Automatic Clearing House (ACH) Credits form for completion. The Fiscal Office will review the accounting information to assure the account code is correct on the Contract Cover Sheet.
Vendor	When the signed contract is received, Fiscal Services will obtain the signature of the Commissioner.

Fiscal Service	The Fiscal Service unit will use steps 1-71 in the Professional Services Contracting manual to enter the information into Edison and receive an Edison ID number. Once the contract is loaded into Edison, the (OCR) staff reviews and approves the contract document. If there any problems, OCR will deny and attach review notes in Edison for corrective action. Upon approval by OCR the document if forwarded to the next level for approval if required. Upon approval by OCR and/or Comptroller, the Contract Tracking spreadsheet is updated. The Secured Copy of the Contract is stored in Edison and can be accessed anytime by authorized individuals. A copy of the approved contract is mailed or emailed to the vendor and the requesting Division. Fully executed copy and other approval information is placed in the Fiscal Services file or stored electronically on the state server.

Standard Review and Supervision of Contract Performance, Progress and Contract Compliance	It is the responsibility of each Division to ensure vendors are in compliance with the contract terms when services contracts are procured in their area. Each Division should have a Project Manager in their area to review the milestones and/or delivery terms as set forth in each contract prior to payment of invoices.

FISCAL SERVICES

Ron Jones, Administrator
Administrative and Fiscal Services

12-15-2011
Date

Karla Davis, Commissioner

12/19/11
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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Ron Jones, Administrator	Karla Davis RJ
Alisa Malone, Deputy Commissioner	Karla Davis AM
Stephanie Mitchell, General Counsel	Karla K Davis/SM

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 Karla Davis 7/15/11

Printed Name, Title & Agency **Karla Davis, Commissioner, Labor and Workforce Development**

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	**20** VOID

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*
Harold Shackelford, Administrator	Karla Davis
Alisa Malone, Deputy Commissioner	Karla Davis
Iliff McMahan, Jr, Assistant Commissioner	Karla Davis

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 Karla Davis 6/13/11

Printed Name & Title **Karla Davis, Commissioner**

Agency Name **Labor and Workforce Development**

RECEIVED
By OCR at 2:47 pm, Jun 13, 2011

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2 VOID

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*
Harold Shackelford, Administrator	Karla Davis HS
Robert C. Henningsen, Deputy Commissioner	Karla Davis/RCH
Dart Gore, Administrator 2	Karla Davis DG

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 Karla Davis

Printed Name & Title **Karla Davis, Commissioner**

Agency Name **Labor and Workforce Development**

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:	Melvin O'Neal
Address:	220 French Landing Drive, Nashville, TN 37243-1002
Telephone:	615 532-1071
E-Mail:	Melvin.oneal@tn.gov

Agency Chief Executive Signature & Date Karla Davis

Printed Name & Title **Karla Davis, Commissioner**

Agency Name **Labor and Workforce Development**

Department of Labor and Workforce Development
Annual Contract Management Plan
For Calendar Year 2011
337.01

Effective 01/01/11

Responsibility	**Action**
Requesting Division	The requesting division contacts the Fiscal Services for assistance in the preparation of all type contracts. They provide the scope of service, start date, end date, maximum liability and funding.
Fiscal Services Tracking	Fiscal Services prepares all type of contracts using OCR's word document templates with the appropriate language discussed with the requesting division. The RFS # is assigned for tracking and entered into an Excel spreadsheet Fiscal Services tracks the process location of the contract until the fully executed contract is delivered to the vendor.
Requesting Division	The requesting division reviews the contract and returns it to Fiscal Services.
Fiscal Services	**All non-competitive contracts (if required) are forwarded to General Assembly's Fiscal Review Committee, for the 15-day review period for approval.** **Note: If the contract is an RFP, it will be forwarded to the Office of Contract Review for approval as well as the Comptrollers Office.** Upon approval by the requesting division and the Fiscal Review Committee, when required, Fiscal Services mails a copy to the vendor for approval and signing. In addition, the vendor is directed to the state's registry for contractors and provided with an Authorization Agreement for Automatic Deposits (ACH Credits) form for completion. The Fiscal Office will review the accounting information to assure the account code is correct on the Contract Cover Sheet.
Vendor	When the signed contract is received, Fiscal Services will obtain the signature of the Commissioner.

Fiscal Service	The Fiscal Service unit will use steps 1-71 in the Professional Services Contracting manual to enter the information into Edison and receive an Edison ID. Once the contract is loaded into Edison, the Office of Contract Review (OCR) staff reviews and approves the contract document. If there any problems, OCR will deny and attach review notes in Edison for corrective action. Upon approval by OCR the document if forwarded to the next level for approval if required. Upon approval by OCR and/or Comptroller, the Excel spreadsheet is updated. The Secured Copy of the Contract is stored in Edison and can be accessed anytime by authorized individuals. A copy of the approved contract is mailed or emailed to the vendor and the requesting Division. Fully executed copy and other approval information is placed in the Fiscal Services file or stored electronically on the state server.

Standard Review and Supervision of Contract Performance, Progress and Contract Compliance	It is the responsibility of each Division to ensure vendors are in compliance with the contract terms when services contracts are procured in their area. Each Division should have a Project Manager in their area to review the milestones and/or delivery terms as set forth in each contract prior to payment of invoices.

FISCAL SERVICES

Harold Shackelford, Administrator
Administrative and Fiscal Services

2/2/11
Date

Karla Davis, Commissioner

2/2/11
Date

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)
Harold Shackelford, Administrator	James G. Neeley HS
Robert C. Henningsen, Deputy Commissioner	James G. Neeley/RCH
Dart Gore, Administrator 2	James G. Neeley DG

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

AGENCY HEAD SIGNATURE & DATE: James G. Neeley

PRINTED NAME & TITLE: James G. Neeley, Commissioner

DEPARTMENT OR AGENCY NAME: 33701 Labor and Workforce Development

OCR
JAN 07 2010
RECEIVED

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:	Melvin O'Neal
ADDRESS:	220 French Landing Drive, 4-A, Nashville Tennessee 37243-1002
TELEPHONE:	615 532-1071
EMAIL:	melvin.oneal@tn.gov

AGENCY HEAD SIGNATURE & DATE: James G Neeley

PRINTED NAME & TITLE: James G. Neeley, Commissioner

DEPARTMENT OR AGENCY NAME: 33701 Labor and Workforce Development

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:	Mahrou Fatheddin
TELEPHONE:	615-741-5288
EMAIL:	khadejeh.fatheddin@tn.gov
NAME:	Bill Haynes
TELEPHONE:	615-744-5323
EMAIL:	Bill.haynes@tn.gov
NAME:	Leesa Bray
TELEPHONE:	741-532-5189
EMAIL:	Leesa.bray@tn.gov

AGENCY HEAD SIGNATURE & DATE: James G. Neeley

PRINTED NAME & TITLE: James G. Neeley, Commissioner

DEPARTMENT OR AGENCY NAME: 33701 Labor and Workforce Development

Department of Labor and Workforce Development
Annual Contract Management Plan
For Calendar Year 2010
337.01

Effective 01/01/10

Responsibility	**Action**
Requesting Division	The requesting division contacts the Fiscal Services for assistance in the preparation of all type contracts. They provide the scope of service, start date, end date, maximum liability and funding.
Fiscal Services Tracking	Fiscal Services prepares all type of contracts using OCR's word document templates with the appropriate language discussed with the requesting division. The RFS # is assigned for tracking and entered into an Excel spreadsheet Fiscal Services tracks the process location of the contract until the fully executed contract is mailed to the vendor.
Requesting Division	The requesting division reviews the contract and returns it to Fiscal Services.
Fiscal Services	**All non-competitive contracts (if required) are forwarded to General Assembly's Fiscal Review Committee, for the 15-day review period for approval.** **Note: If the contract is an RFP, it will be forwarded to the Office of Contract Review for approval as well as the Comptrollers Office.** Upon approval by the requesting division and the Fiscal Review Committee, when required, Fiscal Services mails four (4) copies to the vendor for approval and signing. In addition, the vendor is directed to the state's registry for contractors and provided with an Authorization Agreement for Automatic Deposits (ACH Credits) form for completion. The Fiscal Office will review the accounting information to assure the codes are correct on the Contract Cover Sheet.
Vendor	When the signed contract is received, Fiscal Services will obtain the signature of the Commissioner.

Fiscal Service	The Fiscal Service unit will use steps 1-71 in the Professional Services Contracting manual to enter the information into Edison and receive an Edison ID. Once the contract is loaded into Edison, the Office of Contract Review (OCR) staff reviews and approves the contract document. If there any problems, OCR will deny and attach review notes in Edison for corrective action. Upon approval by OCR the document if forwarded to the next agency for approval if required. Upon approval by OCR and/or Comptroller, the Excel spreadsheet is updated. A copy of the approved contract is mailed to the vendor and the requesting Division. Fully executed copy and other approval information are placed in the Fiscal Services file.

Standard Review and Supervision of Contract Performance, Progress and Contract Compliance	It is the responsibility of each Division to ensure vendors are in compliance with the contract terms when services contracts are procured in their area. Each Division should have a Project Manager in their area to review the milestones and/or delivery terms as set forth in each contract prior to payment of invoices.

FISCAL SERVICES

Harold Shackelford, Administrator
Administrative Services and Fiscal

1/4/10
Date

James G. Neeley, Commissioner

1/4/10
Date