

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of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

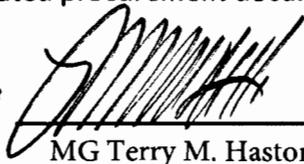
I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed &amp; initialed by the <u>authorized individual</u> named</i>
MG Terry M. Haston, The Adjutant General	

*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**



**2 APR 2015**

**Printed Name, Title & Agency**

MG Terry M. Haston, The Adjutant General  
Tennessee Military Department

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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

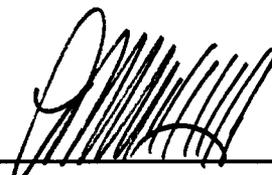
- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

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.

<b>Name:</b>	Quinn Wilson
<b>Address:</b>	3041 Sidco Drive, Nashville, TN 37204
<b>Telephone:</b>	615-313-3104
<b>E-Mail:</b>	quinn.wilson@tn.gov

**Agency Chief Executive  
Signature & Date**



**Printed Name & Title**

MG Terry M. Haston, The Adjutant General

**Agency Name**

Tennessee Military Department

# **CONTRACT MANAGEMENT PLAN**

## **Military Department of Tennessee Including Tennessee Emergency Management Agency**

### **EFFECTIVE DATES**

January 1, 2015 through December 31, 2015

### **PURPOSE**

The purpose of this plan is to meet the contract planning requirements of Rule 690-03-01-.27(3).

### **STAFF POSITIONS**

The following lists the staff positions which bear the responsibilities associated with the contract management of all contracts.

#### **Contract Services Coordinator**

- Overall responsibility of all MILITARY DEPARTMENT contracts.
- Acts as liaison for MILITARY DEPARTMENT with the Department of General Services' Central Procurement Office and the Comptroller's Office of Management Services.
- Updates the "Contract Process" section of the Policies and Procedures Manual provided to the MILITARY DEPARTMENT staff as necessary which outlines the process for Program Managers to request contracts, contract amendments, and contract payments.

#### **Fiscal Director acting through Administrative Services Assistant 3**

- Generates contracts for all MILITARY DEPARTMENT pass thru grant programs.
- Reviews contracts generated by each other for accuracy and completeness
- Processes grant payments against contracts after review and approval by Program Managers
- Tracks payments and balances of all contracts
- Maintains a Chain of Custody Form for all contacts to verify receipt, location, and status of each contract through the approval process

**Program Managers:** Each grant program has a designated Program Manager complete and separate from the Financial Section

- Acts as liaison for MILITARY DEPARTMENT with the Grantee
- Submits to the Financial Section the Request for Contract which must include the following:
  1. Date of Request
  2. Funding Program
  3. Name of Grantee
  4. Grantee Point of Contact, Address, Phone
  5. Contract Time Period
  6. Detailed Scope of Work
  7. Line Item Budget
  8. Cost Share (Federal, State, Local) Percentages and Amounts
  9. Cost Center
- Submits Payment Requests to the Financial Section after programmatic review of Grantee payment request documentation. The Program Manager must determine cost eligibility of the Grantee's request. The Program Manager's payment request must include the following:
  1. Date of Request
  2. Contract Number
  3. Name of Grantee
  4. Payment Amount by Cost Share (Federal Amount, State Amount)
  5. Approval Signature of Program Manager
  6. Attached Applicable Documentation to be retained in file in Financial Section (Invoices, Payment Records, etc.) Program Managers typically keep these records in the project file rather than the financial section file. All records are maintained for three years after the date of the last payment for auditing purposes.
- All payment requests received by the Financial Section directly from the Grantee will be forwarded to the Program Manager so that proper procedure may be followed for a payment request. It is the responsibility of the Program Manager to determine cost eligibility and to ensure that the Grantee has met any local cost share requirements.
- Where no Program Manager is available, Contract Services Coordinator will facilitate preparation of contract.

## **OTHER CONTRACT SUPPORT SECTIONS**

### **Department of Military Fiscal Office**

All accounting of MILITARY DEPARTMENT contracts is performed by the Department of Military Fiscal Office.

### **Department of Military General Counsel**

All legal reviews of MILITARY DEPARTMENT contracts are performed by the Department of Military General Counsel.

### **Subrecipient Monitoring**

All requirements of Policy 22 and Subrecipient Monitoring for MILITARY DEPARTMENT contracts are performed through an annual contract with the Department of F&A Office of Program Accountability Review.

## **FEDERAL PROGRAM PROGRESS AND FINANCIAL REPORTS**

Each federal program requires program quarterly reports which include the progress of the scope of work and the financial status of each program. These are submitted to the federal funding agency within 30 days of the end of each quarter. In addition, a Final Report is due within 90 days of the expiration date of the grant program. The Program Manager and the Financial Section provide these reports in coordination with the Grantee and the Department of Military Fiscal Office.

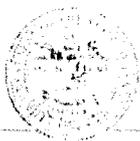
Approved and Submitted By:



The Adjutant General

2 MAR 2015

Date



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

BILL HASLAM  
GOVERNOR

ROBERT E. OGLESBY, AIA  
COMMISSIONER

**MEMORANDUM**

**TO:** Professional Services Contracting Agency Coordinators

**FROM:** Michael F. Perry, Chief Procurement Officer *MFP*

**DATE:** January 27, 2015

**SUBJECT:** Annual Contract Management Plan

Pursuant to Rule 0690-03-01-.27(3), each State department or agency must establish an Annual Contract Management Plan, which should include the following:

- Information about the specific staff positions and resources that will be assigned to contract management;
- A description of the organization of identified staff and resources for the contract management responsibility; and
- An explanation of how the contract management staff will review and supervise contractor performance, progress, and contract compliance.

Before February 27, 2015, the commissioner or chief executive of the subject State agency must approve the Annual Contract Management Plan and, prior to submitting any service contract for approval in 2015. Please submit a legible electronic copy to:

Charles Key, Business Analyst  
Central Procurement Office  
Email: Charles.key@tn.gov

Additionally, please find attached a blank Signature Certification & Authorization form and Service Contracts Coordinator Designation form. Those individuals listed on the forms will serve as the authorized signatories permitted to sign all professional service contracts, associated procurement documents and communications on behalf of your agency. The agency commissioner or chief executive will remain the only signatory for Special Contract Requests or non-competitive amendments.

Please feel free to contact Andy Kidd at (615) 741-6831, [andy.kidd@tn.gov](mailto:andy.kidd@tn.gov); or Matt Brimm at (615) 741-3044, [matt.brimm@tn.gov](mailto:matt.brimm@tn.gov) if you have any questions.

Thank you for your assistance in this matter.

CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243  
(615) 741-1035 • FAX: (615) 741-0684 • [WWW.TN.GOV/GENERALSERV/](http://WWW.TN.GOV/GENERALSERV/)

# **CONTRACT MANAGEMENT PLAN**

## **Military Department of Tennessee Including Tennessee Emergency Management Agency**

### **EFFECTIVE DATES**

January 1, 2014 through December 31, 2014

### **PURPOSE**

The purpose of this plan is to meet the contract planning requirements of Rule 620-03-08-.04(2)

### **STAFF POSITIONS**

The following lists the staff positions which bear the responsibilities associated with the contract management of all contracts.

#### **Contract Services Coordinator**

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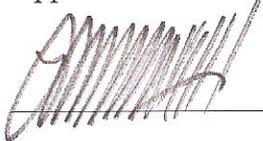
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Approved and Submitted By:



The Adjutant General

2 JAN 2014

Date

## Service Contracts Coordinator Designation

<b>Calendar Year of Designation:</b>	<b>2014</b>
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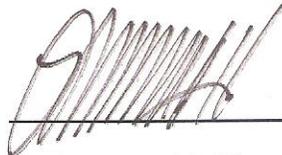
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<b>E-Mail:</b>	quinn.wilson@tn.gov

Agency Chief Executive  
Signature & Date



2 Jan 2014

Printed Name & Title

**MG Terry M. Haston, The Adjutant General**

Agency Name

**Tennessee Military Department**

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*2 Jan 2014*

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MG Terry M. Haston, The Adjutant General

Tennessee Military Department