

## Service Contracts Coordinator Designation

Calendar Year of Designation:	2015
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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	John Lamar
Address:	500 Deaderick St - Suite 11.425 - Nashville, Tn 37242
Telephone:	(615) 253-1381
E-Mail:	john.lamar@tn.gov

Agency Chief Executive  
Signature & Date



12/18/14

Printed Name & Title

**Richard R. Roberts, Commissioner**

Agency Name

**Department of Revenue**

# 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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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 authorized individual named</i>
David Gerregano, 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**

 12/18/14

**Printed Name, Title & Agency**

Richard H. Roberts, Commissioner – Dept of Revenue

**Department of Revenue**  
**Standard Practice Procedure**

Subject: All contracts including Personal Service Contracts

Page 1

Issued 09-30-00

Effective 09-30-00

Revised 11-19-09

<b>Responsibility</b>	<b>Action</b>
Requesting Division	The requesting division contacts Fiscal Services for assistance in the preparation of a personal service contract.
Fiscal Services, Requesting Division and Internal Audit-Disclosure Officer	Fiscal Services, requesting division and Internal Audit-Disclosure Officer meet as needed to determine if the contract, in the course of their work with the Department, involves access to confidential state or Federal return or return information received by the state from the IRS. If access to confidential state or Federal return or return information is not involved, Fiscal Services and the requesting Division contacts the Legal Office for preparation of a contract.
Internal Audit-Disclosure Officer	If access to confidential Federal return or return information is involved, the Disclosure Officer will forward a need and use request to the IRS forty-five days prior to the beginning of the contract. If the IRS approves the access, the Disclosure Officer will set-up a meeting with Fiscal Services and the requesting Division to advise of the appropriate contract language required by the IRS. If access to confidential Federal return or return information is not allowed, the Disclosure Officer will also set-up a meeting with both the division and Fiscal Services to advise of the denial. The contract will then be changed to ensure that access to confidential Federal return or return information is prohibited. The need and use request must be prepared prior to forwarding the contract to the vendor.

Fiscal Services and Requesting Division	Fiscal Services and the Requesting Division forward the contract to Legal Services for preparation along with the appropriate language.
Legal Services	Legal Services completes the contract and forward to Fiscal Services.
Fiscal Services	If a contract is from a Request for Service, Fiscal Services forwards a copy of the contract to the Department of Finance and Administration –Office of Contract Review for review. Skip this step if the contract is not from a Request for Service.
Fiscal Services	Upon notification from the Office of Contract Review that the contract has been reviewed, Fiscal Services mails a copy to the vendor for approval and signing. If this contract is not from a Request for Service, it is mailed to the contractor when it is completed by Legal Services. In addition, the vendor is provided a Service Provider Registration form, an Authorization Agreement for Automatic Deposits (ACH Credits) form, and other required documents for completion.
Vendor	After the contract is signed by the vendor, a copy should be returned along with the completed Service Provider Registration, Authorization Agreement for Automatic Deposits forms, and other required documents to Fiscal Services.
Fiscal Services	When a signed contract is received, Fiscal Services will obtain the signature of the Commissioner and enter into Edison a Contract copy along with a Contract Supplement Sheet, Completed Service Provider Registration Form, Completed Authorization Agreement for Automatic Deposits Forms, and other forms as circumstances warrant.
F&A-Office of Contract Review (F&A OCR) and other approvers	The Office of Contract Review and other approvers designated by F&A OCR will approve via Edison.

Fiscal Services	After Edison approval, a copy of the contract will be disseminated to the requesting Division and vendor for their file. Internal Audit-Disclosure Officer will only receive a copy when state or Federal information is required.
Standard Review and Supervision of Contractor Performance, Progress, and Contract Compliance	It is the responsibility of each division to ensure vendors are in compliance with the contract terms when service contracts are procured in their area. Each division should have a Project Manager in their area to review milestones and/or delivery terms as set forth in each contract prior to payment of invoices.
Fiscal Services	Notifies division management when contracts are close to expiration.

**INTERNAL AUDIT AND CONSULTING SERVICES**

  
 \_\_\_\_\_  
 Director

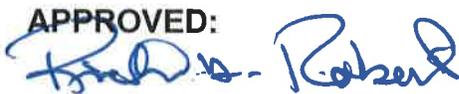
12/18/14  
 \_\_\_\_\_  
 Date

**FISCAL SERVICES**

  
 \_\_\_\_\_  
 Director

12/12/14  
 \_\_\_\_\_  
 Date

**APPROVED:**

  
 \_\_\_\_\_  
 Commissioner  
 Department of Revenue

12/18/14  
 \_\_\_\_\_  
 Date

## John Lamar

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**From:** Amber OConnell  
**Sent:** Friday, December 12, 2014 1:10 PM  
**To:** John Lamar  
**Subject:** RE: Agency Signature Certification/Authorization & Contract Management Plan

Hi John,

Yes. You should still submit these forms.

Thanks,  
Amber

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**From:** John Lamar  
**Sent:** Thursday, December 11, 2014 6:51 AM  
**To:** Amber OConnell  
**Subject:** Agency Signature Certification/Authorization & Contract Management Plan

Amber,

Are agencies still required to submit an Agency Signature Certification/Authorization & Contract Management Plan for CY 2015?

CPO usually sends a reminder to agencies but I do not recall seeing it.

Thanks.

State of Tennessee Department of Revenue  
John Lamar – Fiscal Director  
Andrew Jackson State Office Building  
500 Deaderick St  
Suite 11.425  
Nashville, Tn 37242

Phone: (615) 253-1381  
Fax: (615) 532-8936

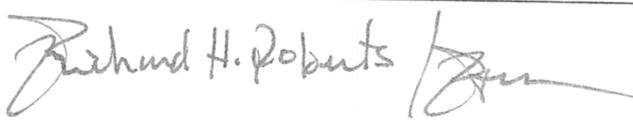
# Signature Certification & Authorization

for purposes of professional service contracting documents

<b>Calendar Year of Certification &amp; Authorization(s):</b>	<b>2014</b>
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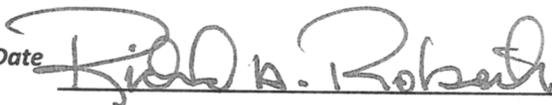
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Phillip Mize, Deputy Commissioner	

*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**  11/8/13

**Printed Name, Title & Agency** Richard H. Roberts, Commissioner – Dept of Revenue

**Department of Revenue**  
**Standard Practice Procedure**

Subject: All contracts including Personal Service Contracts

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**INTERNAL AUDIT AND CONSULTING SERVICES**

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 Director Date

**FISCAL SERVICES**

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 Director Date

**APPROVED:**

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 Commissioner Date  
 Department of Revenue