



Job Aid: Supplier Onboarding Guide Contact List

Purpose

The Central Procurement Office (CPO) is made up of several teams that support and provide service to State agencies, local governments, and Suppliers looking to contract with the State of Tennessee. This document contains information on the team and procurement professional that should be contacted for assistance.

Sourcing Account Specialist Team

The Sourcing Team agency specific procurements that are estimated at \$50,000 and up. The Sourcing Analyst/Specialist named as the Solicitation Coordinator in posted solicitations should be contacted if there are questions pertaining to the solicitation and procurement opportunities.

Procurement Team Leads

Team Leads supervise Sourcing Analysts/Specialists and Category Specialists and are a secondary contact to the assigned Contract Administrator.

Governor's Office of Diversity Enterprise

The Governor's Office of Diversity Business Enterprise (Go-DBE) is the State of Tennessee's Diversity certification office. Go-DBE should be contacted by businesses seeking certification as a Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Service-Disabled Veteran Business Enterprise (SDVBE), Small Business Enterprise (SBE), or Disabled Business Enterprise (DSBE). Go-DBE should also be contacted regarding diversity spend.

CPO Directory

The CPO Directory identifies all the teams and employees located within the CPO, their title, contact information and agency assignments (when applicable).

CPO Directory 615-741-1035 or 629-888-5833 [CPO Directory Link](#)

Bidder Registration

Bidder Registration is a support team that assists Suppliers with the Edison registration process and questions regarding bid events, commodity codes, bonds, and Certificates of Insurance (COI).

Bidder Registration 615-741-3333, opt. 3 Supplier.Maintenance@tn.gov

Edison Help Desk

Edison Help Desk should be contacted for Password and User ID assistance.

Edison Help Desk 615-741-4357

Vendor Insurance

Suppliers should submit Certificates of Insurance (COI) documents naming the State of Tennessee as additionally insured to the vendor insurance email address and Contract Administrator prior to working on State property.

Vendor.Insurance@tn.gov



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