STATE OF TENNESSEE

TRICOR
TRANSFORMING LIVES

240 Great Circle Road, Suite 310
Nashville, Tennessee 37228-1734
Phone (615) 741-5705 - Fax (615) 741-2696
Toll Free (800) 95-TRICOR (958-7426)

Bill Haslam
Governor

Patricia Weiland
Chief Executive Officer

December 19, 2013

Commissioner Larry B. Martin
Department of Finance and Administration
State Capitol, 1st Floor
Nashville, TN 37243

RE: TRICOR Contract Management Plan

Dear Commissioner Martin,

Pursuant to Tennessee Code Annotated, §12-4-109(d), and the Rules of Finance and Administration, Chapter 0620-3-8-.04, please see the attached Annual Contract Management Plan for TRICOR to cover calendar year ending December 31, 2014. The Professional Service Contract Coordinator Designation and Signature Certification and Authorization forms are also attached.

- Specific staff positions and resources assigned to contract management:

  The Chief Financial Officer has the primary responsibility for contract management. This individual will work directly with the program managers to ensure that our staff has adequate training such as: definition of service needs; procurement laws, rules and regulations; basic record keeping; program specific goals, objectives, purpose and responsibilities; interpersonal communication; project management skills and tools; and evaluation techniques, skills and tools. TRICOR agrees to follow all policy guidelines applicable to the Rules of the Department of Finance and Administration Chapter 0620-3-8.

- A description of the organization's identified staff and resources for the contract management responsibility:

  Contracts will be managed at TRICOR's Central Office in Nashville. The following positions will be involved in the completion of all service contracts, as appropriate: Chief Financial Officer, Chief Operations Officer, Chief Talent Officer, staff attorney, and Controller. The Chief Executive Officer will approve and sign all professional service contracts. Detailed processes will be implemented to ensure accountability, results, and positive programmatic impact from service contracts.

- An explanation of how the contract management staff review and supervise contractor performance, progress, and contract compliance:

  Each professional service contract will have specific performance measures that must be completed by the contractor. The execution of the contract will be monitored and its compliance documented. Performance, progress, and compliance will be evaluated prior to approval of all requests for payment. In addition, any non-compliance will be discussed with the contractor and resolved before payments are made.

Should you have any questions, please contact Sandra Kiger, TRICOR Chief Financial Officer at (615) 741-5705 extension 154.

Sincerely,

Patricia Weiland
Chief Executive Officer

PW:SSK:rv

Attachments: TRICOR's 2014 Signature Certification & Authorization form
TRICOR's 2014 Professional Service Contract Coordinator Designation form

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	**2014**

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 individual to be an authorized signatory, in the absence of the Chief Executive Officer, permitted to sign professional service contracts, procurement documents as authorized by the TRICOR Purchasing Procedures Manual, 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*
Sandra S. Kiger, Chief Financial Officer	Patricia Weiland

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 Patricia Weiland 12/19/13

Printed Name, Title & Agency **Patricia Weiland, Chief Executive Officer TRICOR (316.08)**

Professional Service Contract Coordinator Designation

Calendar Year of Designation:	2014

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 Professional Service Contract Coordinator serves as an agency's internal specialist with responsibility for:

- professional service procurements and contracting,
- providing professional 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 of 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 Professional Service Contract Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Professional Service Contract Coordinator.

Name:	Sid Albert
Address:	240 Great Circle Road, Suite 310, Nashville, TN 37228
Telephone:	615-741-5705 ext 160
E-Mail:	Sid.Albert@tn.gov

Agency Chief Executive Signature & Date Patricia Weiland 12/19/13

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR (316.08)**

Service Contracts Coordinator Designation

Calendar Year of Designation:	2013

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:	Sid Albert
Address:	240 Great Circle Road, Suite 310 Nashville, Tennessee 37228
Telephone:	(615) 741-5705 extension 160
E-Mail:	Sid.Albert@tn.gov

Agency Chief Executive Signature & Date Patricia Weiland 11-13-13

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR (316.08)**

Signature Certification & Authorization

for purposes of professional service contracts, procurement document, and communications

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 individual to be an authorized signatory permitted to sign professional service contracts up to $100,000, 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*
Sandra S. Kiger, Chief Financial Officer	Patricia Weiland, CEO

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign professional service contract documents, procurement documents, and communications in the following manner:

Agency Chief Executive Signature & Date Patricia Weiland

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR (316.08)**

Professional Service Contract Coordinator Designation

Calendar Year of Designation:	2013

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 Professional Service Contract Coordinator serves as an agency's internal specialist with responsibility for:

- professional service procurements and contracting,
- providing professional 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 of 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 Professional Service Contract Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Professional Service Contract Coordinator.

Name:	Ron Hickman
Address:	240 Great Circle Road, Suite 310, Nashville, TN 37228
Telephone:	615-741-5705 ext 160
E-Mail:	Ron.Hickman@tn.gov

Agency Chief Executive Signature & Date Patricia Weiland

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR (316.08)**

STATE OF TENNESSEE

TRICOR

TENNESSEE REHABILITATIVE INITIATIVE IN CORRECTION
240 Great Circle Road, Suite 310
Nashville, Tennessee 37228-1734
Phone (615) 741-5705 - Fax (615) 741-2696
Toll Free (800) 95-TRICOR (958-7426)

Bill Haslam
Governor

Patricia Weiland
Chief Executive Officer

December 18, 2012

Commissioner Mark Emkes
Department of Finance and Administration
State Capitol, 1st Floor
Nashville, TN 37243

RE: TRICOR Contract Management Plan

Dear Commissioner Emkes:

Pursuant to Tennessee Code Annotated, §12-4-109(d), and the Rules of Finance and Administration, Chapter 0620-3-8, I am submitting TRICOR's Annual Contract Management Plan for Service and Revenue contracts for the calendar year ending December 31, 2013.

1. Specific staff positions and resources assigned to contract management:

   The primary responsibility for contract management is assigned to the Chief Financial Officer. This individual will work directly with the program managers to ensure that our staff has adequate training such as: definition of service needs; procurement laws, rules and regulations; basic record keeping; program specific goals, objectives, purpose and responsibilities; interpersonal communication; project management skills and tools; and evaluation techniques, skills and tools. TRICOR agrees to follow all policy guidelines applicable to the Rules of the Department of Finance and Administration Chapter 0620-3-8.

2. A description of the organization's identified staff and resources for the contract management responsibility:

   Contracts will be managed by TRICOR's Central Office in Nashville. The following positions may be involved in service and revenue contracts: Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, staff attorney and Controller. We will ensure accountability, results and positive programmatic impact from service and revenue contracts.

3. An explanation of how the contract management staff review and supervise contractor performance, progress, and contract compliance:

   Each contract will have specific performance measures that must be accomplished by the contractor. The performance will be documented and compared to the standards. The progress will be monitored and compliance with the contract will also be documented. Any non-compliance will be discussed with the contractor and will be resolved before payments are made.

Should you have any questions regarding this plan, please let me know.

Sincerely,

Patricia Weiland

Patricia Weiland
Chief Executive Officer

PW:rv

Attachments: TRICOR's 2013 Signature Certification & Authorization form
TRICOR's 2013 Service Contract Coordinator Designation form

Signature Certification & Authorization

for purposes of professional service contract & supporting 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*
Sandra S. Kiger, Chief Financial Officer	Patricia Weiland for

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 Patricia Weiland 9-10-12

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR**

Signature Certification & Authorization

for purposes of professional service contract & supporting 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*
Adrienne Brandon, Chief Financial Officer	Patricia Weiland AB

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 Patricia Weiland, 11/28/11

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR**

Service Contracts Coordinator Designation

Calendar Year of Designation:	2012

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:	Renae Vaughn
Address:	240 Great Circle Road, Suite 310, Nashville, TN 37228
Telephone:	615-741-5705 ext 122
E-Mail:	Renea.Vaughn@tn.gov

Agency Chief Executive Signature & Date: Patricia Weiland 11/28/11

Printed Name & Title: Patricia Weiland, Chief Executive Officer

Agency Name: TRICOR

STATE OF TENNESSEE

TRICOR

TENNESSEE REHABILITATIVE INITIATIVE IN CORRECTION
240 Great Circle Road, Suite 310
Nashville, Tennessee 37228-1734
Phone (615) 741-5705 - Fax (615) 741-2696
Toll Free (800) 95-TRICOR (958-7426)

Bill Haslam
Governor

Patricia Weiland
Chief Executive Officer

December 7, 2011

Mark Emkes, Commissioner
Department of Finance and Administration
State Capitol, First Floor
Nashville, TN 37243

RE: Department of Finance and Administration Rules, Chapter 0620-3-8

Dear Commissioner Emkes:

As directed by Tennessee Code Annotated, § 12-4-109(d), the Rules of Finance and Administration, Chapter 0620-3-8, I am submitting TRICOR's 2012 Annual Contract Management Plan for Service and Revenue contracts.

1. Specific staff positions and resources assigned to contract management: The primary responsibility for contract management is assigned to the Chief Financial Officer. This person will work directly with the program managers to ensure that our staff has adequate training such as: definition of service needs; procurement laws, rules and regulations; basic record keeping; program specific goals, objectives, purpose and responsibilities; interpersonal communication; project management skills and tools; and evaluation techniques, skills and tools. TRICOR agrees to follow all Policy Guidelines applicable to the Rules of the Department of Finance and Administration Chapter 0620-3-8.

2. A description of the organization's identified staff and resources for the contract management responsibility: Contracts will be managed by the central office in Nashville. The following positions may be involved in service and revenue contracts: Chief Executive Officer, Chief Financial Officer, Chief Operations Officer and the Director of Business Support Services. We will ensure accountability, results and positive programmatic impact from service and revenue contracts.

3. An explanation of how the contract management staff review and supervise contractor performance, progress, and contract compliance: Each contract will have specific performance measures that must be accomplished by the contractor. The performance will be documented and compared to the standards. The progress will be monitored and compliance with the contract will also be documented. Any non-compliance will be discussed with the contractor and will be resolved before payments are made.

Should you have any questions regarding this plan, please let me know.

Sincerely,

Patricia Weiland

Patricia Weiland
Chief Executive Officer

Signature Certification & Authorization

for purposes of professional service contract & supporting 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*
Adrienne Brandon, Chief Financial Officer	Patricia Weiland AB
David Hart, Chief Operations Officer	Patricia Weiland DH
Julie Perrey, Chief Administrative Officer	Patricia Weiland JP

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 Patricia Weiland

Printed Name & Title Patricia Weiland, Chief Executive Officer

Agency Name TRICOR

Signature Certification & Authorization

for purposes of professional service contract & supporting 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*
Adrienne Brandon, Chief Financial Officer	Patricia Weiland/AB
David Hart, Chief Operations Officer	Patricia Weiland/DH
Greg Clark, Director of Business Support Services	Patricia Weiland/GC

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 Patricia Weiland 12/1/10

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR**

RECEIVED
By OCR at 8:27 am, Dec 07, 2010

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:	Patsy Grooms
Address:	240 Great Circle Road, Suite 310, Nashville, TN 37228
Telephone:	615-741-5705 ext 147
E-Mail:	Patsy.Grooms@tn.gov

Agency Chief Executive Signature & Date Patricia Weiland 12/1/10

Printed Name & Title **Patricia Weiland, Chief Executive Officer**

Agency Name **TRICOR**

RECEIVED
By OCR at 8:27 am, Dec 07, 2010

STATE OF TENNESSEE
TRICOR
TENNESSEE REHABILITATIVE INITIATIVE IN CORRECTION
240 Great Circle Road, Suite 310
Nashville, Tennessee 37228-1734
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Toll Free (800) 95-TRICOR (958-7426)

Phil Bredesen
Governor

Patricia Weiland
Chief Executive Officer

December 1, 2010

Dave Goetz, Commissioner
Department of Finance and Administration
State Capitol, First Floor
Nashville, TN 37243

RE: Department of Finance and Administration Rules, Chapter 0620-3-8

Dear Commissioner Goetz:

As directed by Tennessee Code Annotated, § 12-4-109(b), the Rules of Finance and Administration, Chapter 0620-3-8, I am submitting TRICOR's 2011 Annual Contract Management Plan for Service and Revenue contracts.

1. Specific staff positions and resources assigned to contract management: The primary responsibility for contract management is assigned to the Chief Financial Officer. This person will work directly with the program managers to ensure that our staff has adequate training such as: definition of service needs; procurement law, rules and regulations; basic records keeping; program specific goals, objectives, purpose, and responsibilities; interpersonal communication; project management skills and tools; and evaluation techniques, skills and tools. TRICOR agrees to follow all Policy Guidelines applicable to the Rules of the Department of Finance and Administration Chapter 0620-3-8.

2. A description of the organization's identified staff and resources for the contract management responsibility: Contracts will be managed for the central office in Nashville. The following positions may be involved in service and revenue contracts: Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, and the Director of Business Support Services. We will ensure accountability, results and positive programmatic impact from service contract and revenue contracts.

3. An explanation of how the contract management staff review and supervise contractor performance, progress, and contract compliance: Each contract will have specific performance measures that must be accomplished by the contractor. The performance will be documented and compared to the standards. The progress will be monitored and compliance with the contract will also be documented. Any non-compliance will be discussed with the contractor and will be resolved before payments are made.

Should you have any questions regarding this plan, please let me know.

Sincerely,

Patricia Weiland

Patricia Weiland
Chief Executive Officer

RECEIVED
By OCR at 8:27 am, Dec 07, 2010

4-22-09

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)
Adrienne Brandon, Chief Financial Officer	Patricia Weiland AB
David Hart, Chief Operations Officer	Patricia Weiland / DH
Greg Clark, Director of Business Support Services	Patricia Weiland / GC

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

AGENCY HEAD SIGNATURE & DATE: Patricia Weiland

PRINTED NAME & TITLE: Patricia Weiland, Chief Executive Officer

DEPARTMENT OR AGENCY NAME: TRICOR

4-22-09

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:	Patsy Grooms
ADDRESS:	240 Great Circle Road, Suite 310, Nashville, TN 37228
TELEPHONE:	615-741-5705 ext 147
EMAIL:	Patsy.Grooms@tn.gov

AGENCY HEAD SIGNATURE & DATE: Patricia Weiland

PRINTED NAME & TITLE: Patricia Weiland, Chief Executive Officer

DEPARTMENT OR AGENCY NAME: TRICOR

STATE OF TENNESSEE

TRICOR

TENNESSEE REHABILITATIVE INITIATIVE IN CORRECTION
240 Great Circle Road, Suite 310
Nashville, Tennessee 37228-1734
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Toll Free (800) 95-TRICOR (958-7426)

Phil Bredesen
Governor

Patricia Weiland
Chief Executive Officer

December 15, 2009

Dave Goetz, Commissioner
Department of Finance and Administration
State Capitol, First Floor
Nashville, TN 37243

RE: Department of Finance and Administration Rules, Chapter 0620-3-8

Dear Commissioner Goetz:

As directed by Tennessee Code Annotated, § 12-4-109(b), the Rules of Finance and Administration, Chapter 0620-3-8, I am submitting TRICOR's 2010 Annual Contract Management Plan for Service and Revenue contracts.

1. Specific staff positions and resources assigned to contract management: The primary responsibility for contract management is assigned to the Chief Financial Officer. This person will work directly with the program managers to ensure that our staff has adequate training such as: definition of service needs; procurement law, rules and regulations; basic records keeping; program specific goals, objectives, purpose, and responsibilities; interpersonal communication; project management skills and tools; and evaluation techniques, skills and tools. TRICOR agrees to follow all Policy Guidelines applicable to the Rules of the Department of Finance and Administration Chapter 0620-3-8.

2. A description of the organization's identified staff and resources for the contract management responsibility: Contracts will be managed for the central office in Nashville. The following positions may be involved in service and revenue contracts: Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, and the Director of Business Support Services. We will ensure accountability, results and positive programmatic impact from service contract and revenue contracts.

3. An explanation of how the contract management staff review and supervise contractor performance, progress, and contract compliance: Each contract will have specific performance measures that must be accomplished by the contractor. The performance will be documented and compared to the standards. The progress will be monitored and compliance with the contract will also be documented. Any non-compliance will be discussed with the contractor and will be resolved before payments are made.

Should you have any questions regarding this plan, please let me know.

Sincerely,

Patricia Weiland

Patricia Weiland
Chief Executive Officer