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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
John Carr, Assistant Commissioner of Administration	Kevin Triplett /JC
Patricia Gray, Manager, Research and Sustainable Tourism	Kevin Triplett /PG

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 4/23/2015

Printed Name, Title & Agency **Kevin Triplett, Commissioner, Dept. of Tourist Development**

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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

Name:	Nancy Hargiss-Tatlock
Address:	312 Rosa L. Parks Ave., 13th Fl., Nashville, TN 37243-1102
Telephone:	(615) 741-9065
E-Mail:	Nancy.Hargiss-Tatlock@tn.gov

Agency Chief Executive Signature & Date 4/23/2015

Printed Name & Title Kevin Triplett, Commissioner

Agency Name Tourist Development

DEPARTMENT OF TOURIST DEVELOPMENT

Contract Management Plan
Calendar Year 2015

Pursuant to TCA Code 12-4-109(d), the Department of Tourist Development submits the following plan for the effective management of all service contracts that it procures and enters. The plan provides for a separation of duties among program and fiscal staff to ensure the integrity of the process. Accordingly, the contract responsibilities have been assigned to the following staff within the Agency:

Program Development, Contractor Performance & Progress

Each division within the Department of Tourist Development is responsible for identifying specific contract needs and requesting legal and technical assistance. The head of the division or his/her designee is responsible for reviewing contract performance in terms of progress and compliance with the provisions of the contract. The head of the division or his/her designee will communicate with contractors to ensure maximum performance and intended results. The head of the division will be responsible for approving requests for payment for acceptable work performed by the contractor(s).

Technical Assistance

Technical assistance from the Department's Assistant Commissioner of Administration and General Counsel will be provided to divisions within the Department of Tourist Development to review, draft, and process RFPs, grants and contracts. The review of these documents will be to determine if the appropriate state rules governing personal, professional, and consulting service contracts have been utilized and are in compliance with the regulations established by the State's Chief Procurement Officer. Consultation with the Chief Procurement Officer or his/her designee will occur as needed.

Fiscal Management

The Fiscal Section of the Department of Tourist Development is responsible for determining that adequate funding for contracts is available with respect to division budgets before contracts are processed and approved. The Fiscal Officer will review and process requests for payments against contracts that have been properly approved, documented, and invoiced at established contract rates and are in conformity with the provisions set forth in the contract. The Fiscal Officer will maintain the fiscal records of each contract with appropriate documentation.

Staff Assigned to Contract Management:

Assistant Commissioner, Administration	John Carr
General Counsel	Nancy Hargiss-Tatlock

APPROVED BY:

Susan H. Whitaker 1/20/15

Susan H. Whitaker, Commissioner Date

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** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
John Carr, Assistant Commissioner of Administration	Susan Whitaker JC
Patricia Gray, Manager, Research and Sustainable Tourism	Susan Whitaker PG

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 Susan H. Whitaker 1/21/15

Printed Name, Title & Agency **Susan H. Whitaker, Commissioner**
Department of Tourist Development

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.

Name:	Nancy Hargiss-Tatlock
Address:	312 Rosa L. Parks Ave., 13th Fl., Nashville, TN 37243-1102
Telephone:	(615) 741-9065
E-Mail:	Nancy.Hargiss-Tatlock@tn.gov

Agency Chief Executive Signature & Date Susan H Whitaker 1/21/1

Printed Name & Title **Susan H. Whitaker, Commissioner**

Agency Name **Tourist Development**

Service Contracts 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 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:	Nancy Hargiss-Tatlock
Address:	312 Rosa L. Parks Ave., 13th Fl., Nashville, TN 37243
Telephone:	(615) 741-9065
E-Mail:	Nancy.Hargiss-Tatlock@tn.gov

Agency Chief Executive Signature & Date Susan H. Whitaker

Printed Name & Title **Susan H. Whitaker, Commissioner**

Agency Name **Department of Tourist Development**

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*
Tom Lightsey, Deputy Commissioner	Susan Whitaker zyl
Laura Crawford, Executive Assistant to the Commissioner	Susan Whitaker /lc

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 Susan H Whitaker

Printed Name, Title & Agency **Susan H. Whitaker, Commissioner, Department of Tourist Development**

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:	Nancy Hargiss-Tatlock, General Counsel
Address:	312 Rosa L. Parks Ave., Nashville, TN 37243-1102
Telephone:	615-741-9065
E-Mail:	Nancy.Hargiss-Tatlock@tn.gov

Agency Chief Executive Signature & Date Susan H Whitaker 2/6/13

Printed Name & Title **Susan H. Whitaker, Commissioner**

Agency Name **Department of Tourist Development**

DEPARTMENT OF TOURIST DEVELOPMENT
Contract Management Plan
Calendar Year 2013

Pursuant to TCA Code 12-4-109(d), the Department of Tourist Development submits the following plan for the effective management of all service contracts that it procures and enters. The plan provides for a separation of duties among program and fiscal staff to ensure the integrity of the process. Accordingly, the contract responsibilities have been assigned to the following staff within the Agency:

Program Development, Contractor Performance & Progress

Each division within the Department of Tourist Development is responsible for identifying specific contract needs and requesting legal and technical assistance. The head of the division or his/her designee is responsible for reviewing contract performance in terms of progress and compliance with the provisions of the contract. The head of the division or his/her designee will communicate with contractors to ensure maximum performance and intended results. The head of the division will be responsible for approving requests for payment for acceptable work performed by the contractor(s).

Technical Assistance

Technical assistance from the Department's Deputy Commissioner of Administration and General Counsel will be provided to divisions within the Department of Tourist Development for the purpose of reviewing, drafting, and processing RFPs and contracts. The review of these documents will be for purpose of determining if the appropriate state rules governing personal, professional, and consultant service contracts have been utilized and are in compliance with the regulations established by the chief procurement officer. Consultation with the chief procurement officer or his/her designee will occur as needed.

Fiscal Management

The Fiscal Section of the Department of Tourist Development is responsible for determining that adequate funding for contracts is available with respect to division budgets before contracts are processed and approved. The Fiscal Officer will review and process requests for payments against contracts that have been properly approved, documented, and billed at established contract rates and are in conformity with the provisions set forth in the contract. The Fiscal Officer will maintain the fiscal records of each contract with appropriate documentation.

Staff Assigned to Contract Management:

General Counsel	Nancy Hargiss-Tatlock
Deputy Commissioner, Administration	Tom Lightsey

APPROVED BY:

Susan H. Whitaker 2/6/13
Susan H. Whitaker, Commissioner Date

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*
Laura Crawford, Executive Assistant to the Commissioner	Susan H Whitaker llc
Tom Lightsey, Deputy Commissioner	Susan H. Whitaker SHW

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 Susan H. Whitaker 12/6/2011

Printed Name, Title & Agency **Susan H. Whitaker, Commissioner, Tourist Development**

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:	Nancy Hargiss-Tatlock
Address:	312 Rosa L. Parks Ave., 25th Fl., Nashville, TN 37243
Telephone:	615-741-9065
E-Mail:	Nancy.Hargiss-Tatlock@tn.gov

Agency Chief Executive Signature & Date Susan H Whitaker 12/6/2011

Printed Name & Title **Susan H. Whitaker, Commissioner**

Agency Name **Tourist Development**

DEPARTMENT OF TOURIST DEVELOPMENT

Contract Management Plan
Calendar Year 2012

Pursuant to TCA Code 12-4-109(d), the Department of Tourist Development submits the following plan for the effective management of all service contracts that it procures and enters. The plan provides for a separation of duties among program and fiscal staff to ensure the integrity of the process. Accordingly, the contract responsibilities have been assigned to the following staff within the Agency:

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Each division within the Department of Tourist Development is responsible for identifying specific contract needs and requesting legal and technical assistance. The head of the division or his/her designee is responsible for reviewing contract performance in terms of progress and compliance with the provisions of the contract. The head of the division or his/her designee will communicate with contractors to ensure maximum performance and intended results. The head of the division will be responsible for approving requests for payment for acceptable work performed by the contractor(s).

Technical Assistance

Technical assistance from the Department's Deputy Commissioner of Administration and General Counsel will be provided to divisions within the Department of Tourist Development for the purpose of reviewing, drafting, and processing RFPs and contracts. The review of these documents will be for purpose of determining if the appropriate state rules governing personal, professional, and consultant service contracts have been utilized and are in compliance with the policies and procedures established by the Department of Finance and Administration's Office of Contracts Review. Consultation with the Department of Finance and Administration will occur as needed.

Fiscal Management

The Fiscal Section of the Department of Tourist Development is responsible for determining that adequate funding for contracts is available with respect to division budgets before contracts are processed and approved. The Fiscal Officer will review and process requests for payments against contracts that have been properly approved, documented, and billed at established contract rates and are in conformity with the provisions set forth in the contract. The Fiscal Officer will maintain the fiscal records of each contract with appropriate documentation.

Staff Assigned to Contract Management:

General Counsel	Nancy Hargiss-Tatlock
Deputy Commissioner-Administration	Tom Lightsey

APPROVED BY:

Susan H. Whitaker 12/7/11

Susan H. Whitaker, Commissioner / 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*
Tom Lightsey, Assistant Commissioner of Administration	Susan H. Whitaker TL
Laura Heatherly, Executive Administrative Assistant	Susan H. Whitaker LH

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 Susan H. Whitaker 1/24/11

Printed Name & Title **Susan H. Whitaker, Commissioner**

Agency Name **Tourist 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:	Nancy Hargiss-Tatlock
Address:	312 Rosa L. Parks Bl., Suite 25, Nashville, TN 37243-1102
Telephone:	615-741-9065
E-Mail:	Nancy.Hargiss-Tatlock@tn.gov

Agency Chief Executive Signature & Date Susan H. Whitaker 1/24/11

Printed Name & Title **Susan H. Whitaker, Commissioner**

Agency Name **Tourist Development**

DEPARTMENT OF TOURIST DEVELOPMENT
Contract Management Plan
Calendar Year 2011

Pursuant to TCA Code 12-4-109(d), the Department of Tourist Development submits the following plan for the effective management of all service contracts that it procures and enters. The plan provides for a separation of duties among program and fiscal staff to ensure the integrity of the process. Accordingly, the contract responsibilities have been assigned to the following staff within the Agency:

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Each division within the Department of Tourist Development is responsible for identifying specific contract needs and requesting legal and technical assistance. The head of the division or his/her designee is responsible for reviewing contract performance in terms of progress and compliance with the provisions of the contract. The head of the division or his/her designee will communicate with contractors to ensure maximum performance and intended results. The head of the division will be responsible for approving requests for payment for acceptable work performed by the contractor(s).

Technical Assistance

Technical assistance from the department's Assistant Commissioner of Administration and General Counsel will be provided to divisions within the Department of Tourist Development for the purpose of reviewing, drafting, and processing RFPs and contracts. The review of these documents will be for purpose of determining if the appropriate state rules governing personal, professional, and consultant service contracts have been utilized and are in compliance with the policies and procedures established by the Department of Finance and Administration's Office of Contracts Review. Consultation with the Department of Finance and Administration will occur as needed.

Fiscal Management

The Fiscal Section of the Department of Tourist Development is responsible for determining that adequate funding for contracts is available with respect to division budgets before contracts are processed and approved. The Fiscal Officer will review and process requests for payments against contracts that have been properly approved, documented, and billed at established contract rates and are in conformity with the provisions set forth in the contract. The Fiscal Officer will maintain the fiscal records of each contract with appropriate documentation.

Staff Assigned to Contract Management:

General Counsel	Nancy Hargiss-Tatlock
Assistant Commissioner-Administration	Tom Lightsey

APPROVED BY:

Susan H. Whitaker 1/24/11

Susan H. Whitaker, Commissioner 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)
Tom Lightsey, Assistant Commissioner of Administration	Susan H. Whitaker TGL
Laura Heatherly, Executive Administrative Assistant	Susan H. Whitaker LH

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

AGENCY HEAD SIGNATURE & DATE: Susan H. Whitaker 11/18/09

PRINTED NAME & TITLE: Susan H. Whitaker, Commissioner

DEPARTMENT OR AGENCY NAME: Tourist Development

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:	**Nancy Hargiss-Tatlock**
ADDRESS:	**Wm. Snodgrass/Tennessee Tower, 25th Fl., 312 Rosa L. Parks Avenue, Nashville, TN 37243-1102**
TELEPHONE:	**(615) 741-9065**
EMAIL:	Nancy.Hargiss-Tatlock@tn.gov

AGENCY HEAD SIGNATURE & DATE: Susan H Whitaker 11/18/09

PRINTED NAME & TITLE: **Susan H. Whitaker, Commissioner**

DEPARTMENT OR AGENCY NAME: **Tourist 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:	**Tom Lightsey**
TELEPHONE:	**(615) 741-9023**
EMAIL:	**Tom.Lightsey@tn.gov**
NAME:	
TELEPHONE:	
EMAIL:	
NAME:	
TELEPHONE:	
EMAIL:	

AGENCY HEAD SIGNATURE & DATE: Susan H Whitaker 11/18/09

PRINTED NAME & TITLE: **Susan H. Whitaker, Commissioner**

DEPARTMENT OR AGENCY NAME: **Tourist Development**

DEPARTMENT OF TOURIST DEVELOPMENT
Contract Management Plan
Calendar Year 2010

Pursuant to TCA Code 12-4-109(d), the Department of Tourist Development submits the following plan for the effective management of all service contracts that it procures and enters. The plan provides for a separation of duties among program and fiscal staff to ensure the integrity of the process. Accordingly, the contract responsibilities have been assigned to the following staff within the Agency:

Program Development, Contractor Performance & Progress

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Technical Assistance

Technical assistance from the department's Assistant Commissioner of Administration and General Counsel will be provided to divisions within the Department of Tourist Development for the purpose of reviewing, drafting, and processing RFPs and contracts. The review of these documents will be for purpose of determining if the appropriate state rules governing personal, professional, and consultant service contracts have been utilized and are in compliance with the policies and procedures established by the Department of Finance and Administration's Office of Contracts Review. Consultation with the Department of Finance and Administration will occur as needed.

Fiscal Management

The Fiscal Section of the Department of Tourist Development is responsible for determining that adequate funding for contracts is available with respect to division budgets before contracts are processed and approved. The Fiscal Officer will review and process requests for payments against contracts that have been properly approved, documented, and billed at established contract rates and are in conformity with the provisions set forth in the contract. The Fiscal Officer will maintain the fiscal records of each contract with appropriate documentation.

Staff Assigned to Contract Management:

General Counsel	Nancy Hargiss-Tatlock
Assistant Commissioner-Administration	Tom Lightsey

APPROVED BY:

Susan H. Whitaker 11/18/09
Susan H. Whitaker, Commissioner Date