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documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.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*
David M. Lennon, Vice Chairman	Roger C. Anderson DM

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 Roger C. Anderson 12/2/09

Printed Name, Title & Agency Roger C. Anderson, Chairman
Tennessee State Veterans' Homes Board

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This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.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:	Pamela A. Hayden-Wood
Address:	345 Compton Road, Murfreesboro, TN 37130
Telephone:	615-225-1804
E-Mail:	phayden-wood@tsvh.org

Agency Chief Executive Signature & Date Rogers C. Anderson 12/2/14

Printed Name & Title Rogers C. Anderson, Chairman

Agency Name Tennessee State Veterans' Homes Board

Tennessee State Veterans Homes' Board
Revised Contract Management Plan
Calendar Year 2015

Contract Development:

All contracts are coordinated through the Director of Risk Management for the Tennessee State Veterans' Homes Board, in consultation with the Finance Director, with final approval by the Executive Director. The Administrator of the facility to which the contract applies or the Executive Office staff person responsible for obtaining a specified service, identifies contractual needs and availability of services in the local area. The Director of Risk Management determines the preferred process for procurement (i.e., competitive bid contracts or sole source contracts). The Director of Risk Management prepares applicable requests (i.e., Rule Exception request) for the review and approval of the Executive Director and forwards the request to the Chief Procurement Officer or his/her designee. Utilizing models provided by the Office of Contracts Review, the Director of Risk Management prepares a draft of the required contract for the review and approval of the Executive Director.

Contract Approval:

All contracts are reviewed by the Director of Risk Management prior to being submitted to the Executive Director. In those instances where TSVH policy requires, the contract and all supporting information shall be submitted to the Executive Committee of the Board for formal approval, which approval is acknowledged by signature of the Chairman of the Executive Committee or of the Executive Director as official representative of the Board. Service Contracts are then submitted for approval to the Commissioner of Veterans Affairs, Chief Procurement Officer, Comptroller of the Treasury, and, as necessary, the Commissioner of Human Resources, for signature.

Contract Monitoring:

The Director of Risk Management and the Administrator at each facility (Humboldt/ Clarksville/Murfreesboro/ Knoxville) are responsible for monitoring their contracts and recommending amendments as needed. The Director of Risk Management shall draft the appropriate amendment for approval by the Executive Director and submission to the Chief Procurement Officer. Any suspected instances of non-compliance with contracting policies and procedures are reported to the Executive Director, who shall review the contract and circumstances of non-compliance. Any confirmed instance of non-compliance shall be brought to the attention of the Board, who shall determine the best

course of action to be taken. If legal action is advisable, appropriate contact will be made with the Office of the Attorney General.

Fiscal Management:

All contracted services are included in the Annual Operating Budget for each facility. The Administrators, the Finance Director and the Executive Director develop the proposed Budget, which is developed on a July 1 – June 30 fiscal year, insuring that adequate funding for contracts is provided. The proposed Budget is submitted to the Board for approval. The Director of Risk Management, in consultation with the Finance Director and applicable Accounts Payable staff, shall monitor expenditures to insure that the maximum liability is not exceeded.

Responsible Staff:

The following staff positions are involved in the contract development/monitoring process:

Executive Director
Finance Director
Director of Risk Management
Financial Compliance Officer
Administrator - Clarksville
Administrator - Humboldt
Administrator – Murfreesboro
Administrator - Knoxville
Accounts Payable Coordinator
Accounts Payable Clerk

Approved:

Rogers C. Anderson, Chairman

12-2-14
Date

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:	Pamela Hayden-Wood
Address:	Tennessee State Veterans' Homes Board, P.O. Box 11328, Murfreesboro, TN 37129
Telephone:	615-225-1804
E-Mail:	phayden-wood@tsvh.org

Agency Chief Executive Signature & Date Rogers C. Anderson 7/24/14

Printed Name & Title Rogers C. Anderson, Chairman

Agency Name Tennessee State Veterans' Homes Board

7-1-13 SIGN

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 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*
Dave M. Lennon Vice Chairman, Tennessee State Veterans' Homes Board	Rogers C Anderson / DL

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 Roger C. Anderson 7/24/14

Printed Name, Title & Agency Rogers C. Anderson, Chairman
Tennessee State Veterans' Homes Board

Tennessee State Veterans Homes' Board
Revised Contract Management Plan
Calendar Year 2014

Contract Development:

All contracts are coordinated through the Director of Risk Management for the Tennessee State Veterans' Homes Board, in consultation with the Finance Director, with final approval by the Executive Director. The Administrator of the facility to which the contract applies or the Executive Office staff person responsible for obtaining a specified service, identifies contractual needs and availability of services in the local area. The Director of Risk Management determines the preferred process for procurement (i.e., competitive bid contracts or sole source contracts). The Director of Risk Management prepares applicable requests (i.e., Rule Exception request) for the review and approval of the Executive Director and forwards the request to the Chief Procurement Officer or his/her designee. Utilizing models provided by the Office of Contracts Review, the Director of Risk Management prepares a draft of the required contract for the review and approval of the Executive Director.

Contract Approval:

All contracts are reviewed by the Director of Risk Management prior to being submitted to the Executive Director. In those instances where TSVH policy requires, the contract and all supporting information shall be submitted to the Executive Committee of the Board for formal approval, which approval is acknowledged by signature of the Chairman of the Executive Committee or of the Executive Director as official representative of the Board. Service Contracts are then submitted for approval to the Commissioner of Veterans Affairs, Chief Procurement Officer, Comptroller of the Treasury, and, as necessary, the Commissioner of Human Resources, for signature.

Contract Monitoring:

The Director of Risk Management and the Administrator at each facility (Humboldt/ Murfreesboro/ Knoxville) are responsible for monitoring their contracts and recommending amendments as needed. The Director of Risk Management shall draft the appropriate amendment for approval by the Executive Director and submission to the Chief Procurement Officer. Any suspected instances of non-compliance with contracting policies and procedures are reported to the Executive Director, who shall review the contract and circumstances of non-compliance. Any confirmed instance of non-compliance shall be brought to the attention of the Board, who shall determine the best course of action to be taken. If legal action is advisable, appropriate contact will be made with the Office of the Attorney General.

Fiscal Management:

All contracted services are included in the Annual Operating Budget for each facility. The Administrators, the Finance Director and the Executive Director develop the proposed Budget, which is developed on a July 1 – June 30 fiscal year, insuring that adequate funding for contracts is provided. The proposed Budget is submitted to the Board for approval. The Director of Risk Management, in consultation with the Finance Director and applicable Accounts Payable staff, shall monitor expenditures to insure that the maximum liability is not exceeded.

Responsible Staff:

The following staff positions are involved in the contract development/monitoring process:

Executive Director
Finance Director
Director of Risk Management
Financial Compliance Officer
Administrator - Humboldt
Administrator – Murfreesboro
Administrator - Knoxville
Accounts Payable Coordinator
Accounts Payable Clerk

Approved:

Rogers C. Anderson, Chairman

7-24-14
Date

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 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*
Rogers C. Anderson, Vice Chairman	Mary D. Ross/RCA

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 Mary D. Ross

Printed Name, Title & Agency Mary D. Ross, Chairman
Tennessee State Veterans' Homes Board

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:	Pamela Hayden-Wood
Address:	Tennessee State Veterans' Homes Board, P.O. Box 11328, Murfreesboro, TN 37129
Telephone:	615-225-1804
E-Mail:	phayden-wood@tsvh.org

Agency Chief Executive Signature & Date Mary D. Ross

Printed Name & Title Mary D. Ross, Chairman

Agency Name Tennessee State Veterans' Homes Board

Tennessee State Veterans Homes' Board
Revised Contract Management Plan
Calendar Year 2014

Contract Development:

All contracts are coordinated through the Director of Risk Management for the Tennessee State Veterans' Homes Board, in consultation with the Finance Director, with final approval by the Executive Director. The Administrator of the facility to which the contract applies or the Executive Office staff person responsible for obtaining a specified service, identifies contractual needs and availability of services in the local area. The Director of Risk Management determines the preferred process for procurement (i.e., competitive bid contracts or sole source contracts). The Director of Risk Management prepares applicable requests (i.e., Rule Exception request) for the review and approval of the Executive Director and forwards the request to the Chief Procurement Officer or his/her designee. Utilizing models provided by the Office of Contracts Review, the Director of Risk Management prepares a draft of the required contract for the review and approval of the Executive Director.

Contract Approval:

All contracts are reviewed by the Director of Risk Management prior to being submitted to the Executive Director. In those instances where TSVH policy requires, the contract and all supporting information shall be submitted to the Executive Committee of the Board for formal approval, which approval is acknowledged by signature of the Chairman of the Executive Committee or of the Executive Director as official representative of the Board. Service Contracts are then submitted for approval to the Commissioner of Veterans Affairs, Chief Procurement Officer, Comptroller of the Treasury, and, as necessary, the Commissioner of Human Resources, for signature.

Contract Monitoring:

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Fiscal Management:

All contracted services are included in the Annual Operating Budget for each facility. The Administrators, the Finance Director and the Executive Director develop the proposed Budget, which is developed on a July 1 – June 30 fiscal year, insuring that adequate funding for contracts is provided. The proposed Budget is submitted to the Board for approval. The Director of Risk Management, in consultation with the Finance Director and applicable Accounts Payable staff, shall monitor expenditures to insure that the maximum liability is not exceeded.

Responsible Staff:

The following staff positions are involved in the contract development/monitoring process:

Executive Director
Finance Director
Director of Risk Management
Financial Compliance Officer
Administrator - Humboldt
Administrator – Murfreesboro
Administrator - Knoxville
Accounts Payable Coordinator
Accounts Payable Clerk

Approved:

Mary D. Ross, Chairman

11/20/13
Date

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013

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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*
Rogers C. Anderson, Vice Chairman	Mary Ross / RCA

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 Mary D. Ross 08/08/13

Printed Name, Title & Agency Mary D. Ross, Chairman
Tennessee State Veterans' Homes Board

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013

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Printed Name & Title	**Sample Signature with Initials** *sample of agency head's name as it will be signed & initialed by the authorized individual named*
Robert D. Tuke, Vice Chairman	Mary D. Ross RDT

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 Mary D. Ross

Printed Name, Title & Agency Mary D. Ross, Chairman
Tennessee State Veterans' Homes Board

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:	Pamela Hayden-Wood
Address:	Tennessee State Veterans' Homes Board, P.O. Box 11328, Murfreesboro, TN 37129
Telephone:	615-225-1804
E-Mail:	phayden-wood@tsvh.org

Agency Chief Executive Signature & Date Mary D. Ross

Printed Name & Title Mary D. Ross, Chairman

Agency Name Tennessee State Veterans' Homes Board

Tennessee State Veterans Homes' Board
Contract Management Plan
Calendar Year 2013

Contract Development:

All contracts are coordinated through the Director of Risk Management for the Tennessee State Veterans' Homes Board, in consultation with the Controller, with final approval by the Executive Director. The Administrator of the facility to which the contract applies or the Executive Office staff person responsible for obtaining a specified service, identifies contractual needs and availability of services in the local area. The Director of Risk Management determines the preferred process for procurement (i.e., competitive bid contracts or sole source contracts). The Director of Risk Management prepares applicable requests (i.e., Rule Exception request) for the review and approval of the Executive Director and forwards the request to Finance and Administration. Utilizing models provided by the Department of Finance and Administration Office of Contracts Review, the Director of Risk Management prepares a draft of the required contract for the review and approval of the Executive Director.

Contract Approval:

All contracts are reviewed by the Director of Risk Management prior to being submitted to the Executive Director. In those instances where TSVH policy requires, the contract and all supporting information shall be submitted to the Executive Committee of the Board for formal approval, which approval is acknowledged by signature of the Chairman of the Executive Committee or of the Executive Director as official representative of the Board. Service Contracts are then submitted for approval to the Commissioner of Veterans Affairs, the Commissioner of Finance and Administration, and the Comptroller (if necessary) for signature.

Contract Monitoring:

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Fiscal Management:

All contracted services are included in the Annual Operating Budget for each facility. The Administrators, the Controller and the Executive Director develop the proposed Budget, which is developed on a July 1 – June 30 fiscal year, insuring that adequate funding for contracts is provided. The proposed Budget is submitted to the Board for approval. The Director of Risk Management, in consultation with the Controller and applicable Accounts Payable staff, shall monitor expenditures to insure that the maximum liability is not exceeded.

Responsible Staff:

The following staff positions are involved in the contract development/monitoring process:

Executive Director
Controller
Director of Risk Management
Financial Compliance Officer
Administrator - Humboldt
Administrator – Murfreesboro
Administrator - Knoxville
Accounts Payable Coordinator
Staff Accountant – Humboldt, Murfreesboro, Knoxville
Accounts Payable Clerk – Humboldt, Murfreesboro, Knoxville

Approved:

Mary D. Ross, Chairman

11-15-12
Date

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013

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Rogers C. Anderson, Vice Chairman	Mary Ross / RCA

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 Mary D. Ross 08/08/13

Printed Name, Title & Agency Mary D. Ross, Chairman
Tennessee State Veterans' Homes Board

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2013

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Robert D. Tuke, Vice Chairman	Mary D. Ross RDT

add rows to the schedule as necessary

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Agency Chief Executive Signature & Date Mary D. Ross

Printed Name, Title & Agency Mary D. Ross, Chairman
Tennessee State Veterans' Homes Board

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,
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Name:	Pamela Hayden-Wood
Address:	Tennessee State Veterans' Homes Board, P.O. Box 11328, Murfreesboro, TN 37129
Telephone:	615-225-1804
E-Mail:	phayden-wood@tsvh.org

Agency Chief Executive Signature & Date Mary D. Ross

Printed Name & Title Mary D. Ross, Chairman

Agency Name Tennessee State Veterans' Homes Board

Tennessee State Veterans Homes' Board
Contract Management Plan
Calendar Year 2013

Contract Development:

All contracts are coordinated through the Director of Risk Management for the Tennessee State Veterans' Homes Board, in consultation with the Controller, with final approval by the Executive Director. The Administrator of the facility to which the contract applies or the Executive Office staff person responsible for obtaining a specified service, identifies contractual needs and availability of services in the local area. The Director of Risk Management determines the preferred process for procurement (i.e., competitive bid contracts or sole source contracts). The Director of Risk Management prepares applicable requests (i.e., Rule Exception request) for the review and approval of the Executive Director and forwards the request to Finance and Administration. Utilizing models provided by the Department of Finance and Administration Office of Contracts Review, the Director of Risk Management prepares a draft of the required contract for the review and approval of the Executive Director.

Contract Approval:

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Fiscal Management:

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Director of Risk Management
Financial Compliance Officer
Administrator - Humboldt
Administrator – Murfreesboro
Administrator - Knoxville
Accounts Payable Coordinator
Staff Accountant – Humboldt, Murfreesboro, Knoxville
Accounts Payable Clerk – Humboldt, Murfreesboro, Knoxville

Approved:

Mary D. Ross, Chairman

11-15-12
Date