Tennessee Board of Regents

Office of Facilities Development

Designer initial and supplemental Agreement

Project Manager
1) Informs Designer of being selected
2) Creates and sends information package

start here
- initial agreement
- supplemental agreement

Information Package:
Contract check list
SBC-1
Program statement document
Project master schedule
Example SBC-7
Designer fee attachment

Designer
1) Fills out check list and sends back to Project Manager
2) Reviews other information

Project Manager
1) Receives and reviews check list
2) Fills out request for Agreement form and gives to OFD support

OFD Support
1) Creates Agreement form and returns to Project Manager for review
2) Adds 5 counterparts of Agreement form after Project Manager approval
3) 6 counterparts to Designer w/ ACH & W-9 forms ❶

Project Manager
1) Reviews and approves Agreement form
2) If initial agreement, logs offering date into PITS after approval

Designer
1) Reviews and signs counterparts
2) Sends to OFD support:
- 6 Signed counterparts
- ACH form ❶
- W-9 ❶
- Certificate of Insurance

OFD Support
1) Receives counterparts & attachments
2) Checks for errors and omissions
3) Creates return cover letter and routing memo
4) Cover letter, routing memo, and 6 counterparts, to Project Manager

Project Manager
1) Logs received date into PITS
2) Reviews to ensure documents are complete and correct
3) Logs OK date into PITS if initial agreement
4) Initials Routing memo and forwards
5) Takes agreement to Director of Project Management for review and obtains initials on routing memo

State Architect
1) Signs 1 counterpart
2) sends to OFD Support

Office of Business and Finance
1) Verifies Funds
2) Issues Purchase Order
3) Obtains OBF Vice Chanc'lor signature
4) Initials Routing memo & forwards

OFD Executive Director
1) Reviews for compliance w/ statutes, policies, and contracting procedures
2) Obtains AFD Vice Chanc'lor signature
3) Initials Routing memo and forwards

OFD Support
1) Pulls 1 co'part of Agreement and routes to State Architect
2) Routes remaining 5 co'parts to OBF

General Counsel Office
1) Reviews for form and legality
2) Obtains Counsel signature
3) Initials Routing memo & forwards

Note
with supplemental agreements
❶ACH (automated clearing house) and W-9 (federal tax reporting) forms normally are required only if Designer undergoes a change in name, banks, or tax status.

Insurance certificates normally are required only if existing certificates have expired.

AFD Vice Chancellor
1) Review documents
2) Obtain Chancellor's signature
3) Initials Routing memo & forwards

OFD Support
1) Checks counterparts for signatures
2) Inserts appropriate dates
3) Distributes counterparts

Project Manager
1) Receives the OFD counterpart plus the 1 signed by State Architect
2) Enters execution date in PITS
3) Routes counterparts to OFD file

Designer

Facility Coordinator

Office of Business and Finance
2 counterparts w/ ACH & W-9 ❶