



Signature Policy for Contracts and Proposals

Summary of Policy

This policy is intended to ensure that all contracts are properly reviewed and approved by the appropriate Shore Solutions employees. The policy thus identifies which Shore Solutions employees are authorized to enter into transactions with external parties on behalf of Shore Solutions.

a. General Provisions

1. Authorized signers and requisitioners under this policy are responsible for ensuring that:
 - Where required, internal review and approval have been obtained
 - The contract and its terms are consistent with Shore Solutions program objectives and budgetary authorizations, legal requirements, procurement policies, and the terms of restricted funds.
2. To create an adequate audit trail, approvals shall be memorialized in a contract, memorandum, e-mail, or other document maintained with the file concerning the transaction, such records should be stored and retained in Netsuite.
3. Except as provided in this policy, no Shore Solutions team member has the authority to enter into any contract or financial commitment on behalf of Shore Solutions. Individuals who purport to enter into contracts or financial obligations on Shore Solutions without authority may be personally liable for such agreements or commitments, whether oral or written. Individuals who enter into unauthorized contracts or commitments may also be subject to disciplinary action, up to and including termination.
4. Except as specified in this policy, the CEO/President holds signature and requisition authority with respect to all matters pertaining to Shore Solutions and may delegate such authority to other employees for specified contracts. All delegations of signature and requisition authority by the CEO/President must be in writing.



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5. To prevent delays in obtaining approvals when senior employees are not available for extended periods, the following administrators may designate other administrators to exercise their authority under this policy during their temporary absence:
 - CEO/President
 - Vice President of Contracting and Compliance
 - Senior Proposal Manager
6. All persons designated as having signature authority under this policy are hereby authorized to execute contract awards on behalf of Shore Solutions.
7. The CEO/President may delegate authority up to \$1 million and modify the signature authority policy relating to matters of form, including but not limited to changes in titles or positions.
8. This policy shall be reviewed during indoc and published in the Shore Solutions employee handbooks, as well.
9. Questions concerning the scope or interpretation of this policy should be addressed to the CEO/President.

b. Delegation Of Authority

1. Delegations of authority in this policy are as follows:
 - i. Proposals (Appendix A)
 - ii. Contract Awards (Appendix B)



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Appendix A

Proposals

| Dollar Value Of Proposal | Preparation Authority | Signature Authority |
|--------------------------|--|--|
| \$0 - \$49,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator |
| \$50,000 - \$249,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance Senior Proposal Manager |
| \$250,000 - \$499,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance Senior Proposal Manager |
| \$500,000 - 2,499,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance |
| \$,2,500,000 + | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance |



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Appendix B

Contract Awards

| Dollar Value Of Award | Preparation Authority | Signature Authority |
|-----------------------|--|--|
| \$0 - \$49,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator |
| \$50,000 - \$249,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance Senior Proposal Manager |
| \$250,000 - \$499,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance Senior Proposal Manager |
| \$500,000 - 2,499,999 | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance |
| \$,2,500,000 + | CEO VP Of Contracting and Compliance Senior Proposal Manager Proposal Coordinator | CEO VP Of Contracting and Compliance |