

**BASS BERRY ♦ SIMS**

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Washington, DC 20004  
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August 25, 2021

**Via Email and US Mail**

Dr. Kenneth C. Hill, Chairman  
c/o Ectory Lawless, Dockets and Records Manager  
Tennessee Public Utility Commission  
502 Deaderick Street, Fourth Floor  
Nashville, Tennessee 37243  
tpuc.docketroom@tn.gov

**In re: *Application of TDS Telecom Service Corporation ("TDS") on behalf of its wholly owned subsidiaries Concord Telephone Exchange, Inc., and Tennessee Telephone Company for Renewal of State-Issued Certificate of Franchise Authority - Docket No. 11-00125***

Dear Chairman Hill:

Enclosed please find an original and four (4) copies of TDS Telecom's Application for Renewal of the State-Issued Franchise Certificate. This Application is being filed electronically with the Tennessee Public Utility Commission.

Enclosed with this filing you will find:

1. Filing cover letter to Chairman Hill;
2. Signed affidavit from Andrew S. Petersen;
3. Exhibit A – Tennessee service areas;
4. Exhibit B – Local governments that TDS will provide notice letters and maps to;
5. Exhibit C – Minority Owned Business Participation Plan; and
6. Filing fee check (\$2,000).

Thank you for your assistance in getting this application filed, and please let me know if you have any questions.

With kindest regards, I remain

Very truly yours,



R. Dale Grimes



TDS Telecom  
10025 Investment Dr, Suite 200  
Knoxville, TN 37932-2667  
www.tdstelecom.com

August 23, 2021

Dr. Kenneth C. Hill, Chairman  
c/o Ectory Lawless, Docket Room Manager  
Tennessee Public Utility Commission  
502 Deaderick Street  
4<sup>th</sup> Floor  
Nashville, TN 37243

**Re: Application of TDS Telecom Service Corporation ("TDS") on behalf of its wholly owned subsidiaries Concord Telephone Exchange, Inc., and Tennessee Telephone Company for Renewal of State Issued Certificate of Franchise Authority – Docket No. 11-00125**

Dear Chairman Hill,

Enclosed for filing please find the Application of *TDS Telecom Service Corporation for Renewal of State-Issued Certificate of Franchise Authority*. Also enclosed is a filing fee check in the amount of \$2,000 based on the population of the designated areas.

Please let me know if you have any questions.

Sincerely,

Bruce Mottern  
Manager – State Government Affairs  
TDS Telecom  
(O) 865-671-4753  
Email: bruce.mottern@tdstelecom.com

**BEFORE THE TENNESSEE PUBLIC UTILITY COMMISSION  
NASHVILLE, TENNESSEE**

**IN RE:**

<b>APPLICATION OF TDS TELECOMMUNICATIONS )</b>	<b>DOCKET NO. 11-00125</b>
<b>SERVICE CORPORATION FOR RENEWAL )</b>	
<b>OF STATE-ISSUED CERTIFICATE OF FRANCHISE )</b>	
<b>AUTHORITY )</b>	

**AFFIDAVIT OF ANDREW S. PETERSEN**

**STATE OF WISCONSIN  
COUNTY OF DANE**

I, Andrew S. Petersen, in accordance with the requirements of the Competitive Cable and Video Act, TCA 7-59-301 et seq. having been duly sworn in accordance with the law, affirm the following statements are true and correct:

**1. Name of Applicant:**

I, Andrew S. Petersen do hereby attest to being Senior Vice President - Corporate Affairs of TDS Telecommunications Service Corporation ("TDS Telecom") and its wholly owned operating companies including those in Tennessee. I am authorized to make this affidavit on behalf of TDS Telecommunications Service Corporation ("TDS Telecom"), the applicant in this matter. TDS Telecom is the holder of the State-Issued Certificate of Franchise Authority, granted by the Tennessee Regulatory Authority on August 17, 2011 and as amended:

1<sup>st</sup> Amendment – granted by the Tennessee Regulatory Authority on June 19, 2012

2<sup>nd</sup> Amendment – granted by the Tennessee Regulatory Authority on May 2, 2013

3<sup>rd</sup> Amendment – granted by the Tennessee Regulatory Authority on September 14, 2017

4<sup>th</sup> Amendment – granted by the Tennessee Regulatory Authority on March 26, 2019

5<sup>th</sup> Amendment – granted by the Tennessee Public Utility Commission on August 23, 2019

6<sup>th</sup> Amendment – granted by the Tennessee Public Utility Commission on April 22, 2020

7<sup>th</sup> Amendment – granted by the Tennessee Public Utility Commission on August 27, 2020

**2. Application Fee (Tenn. Code Ann. 7-59-305(b)(1))**

TDS Telecom submits the application fee of \$2,000 with this application based on a service area population between 100,000 and 500,000, as reflected by the most recent decennial census.

**3. Compliance with Applicable Laws (Tenn. Code Ann. 7-59-305(c)(1))**

TDS Telecom agrees to continue to comply with all applicable federal and state laws and regulations, to the extent that such state laws and regulations are not in conflict with or superseded by the provisions of Tennessee Code annotated Title 7, Chapter 59, Part 3, or other applicable law, and will timely file with the Federal Communications Commission (“FCC”) all forms required by the FCC in advance of offering video or cable services.

**4. Description of Municipalities and / or Unincorporated Areas Within Counties to be Served (Tenn. Code Ann. 7-59-305(c)(2))**

TDS Telecom intends to provide cable or video services in the same geographical areas in which it provides its incumbent regulated telephone services as listed in Exhibit A.

**5. Provision of cable service to service areas (Tenn. Code Ann 7-59-305(c)(3))**

TDS Telecom currently offers, pursuant to its existing state or local franchise authority, or intends to begin to offer, video or cable services and / or provide new broadband service in accordance with Tenn. Code Ann 7-59-311 (d), in each of the municipalities and unincorporated areas of each county within twenty – four (24) months of the date of the renewal of a state-issued amended certificate of franchise authority in the areas listed in Exhibit A.

**6. Indemnification (Tenn. Code Ann. 7-59-(c)(4))**

TDS Telecom agrees to indemnify and hold harmless, in accordance with Tenn. Code Ann. 7-59-318, the state, municipality, county and any employee or representative of the state, municipality or county, as well as any political subdivision of the state and any employee or representative of the political subdivision, individually and collectively, referred to in Tenn. Code Ann. 7-59-318 as the "indemnatee."

**7. Applicant Contact Information (Tenn. Code Ann 7-59-305(c)(5))**

TDS Telecom's principal place of business is: 525 Junction Road, Madison, WI 53717

Contact phone number is: 608-664-5000

The principal executive officers are:

- i. James W. Butman – President & CEO
- ii. Mark Barber – Sr. VP – Network
- iii. Kathy Cefalu – VP Chief Human Resource Officer
- iv. Ken Paker – Sr. VP & CTO-Info & Network
- v. Andrew Petersen – Sr. VP – Corporate Affairs
- vi. Vicki Villacrez – Sr. VP Finance & CFO
- vii. Shane West – Sr. VP Mktg, Sales & Customer Operations

The following persons are authorized to represent TDS Telecom before the Tennessee

Public Utility Commission:

Bruce Mottern  
Manager – State Government Affairs  
10025 Investment Drive  
Knoxville, TN 37932  
Office: 865-671-4753  
Email: [bruce.mottern@Tdstelecom.com](mailto:bruce.mottern@Tdstelecom.com)

R. Dale Grimes  
Attorney  
Bass, Berry & Sims PLC  
150 Third Avenue South  
Suite 2800  
Nashville, TN 37201  
Office: 615-742-6244  
Email: [dgrimes@bassberry.com](mailto:dgrimes@bassberry.com)

**8. Applicant meets the requirements of having the Managerial, Financial and Technical Qualifications to provide cable or Video Service (Tenn. Code Ann. 7-59-305 (c)(6) and (d)(2))**

As recognized in TPUC Docket 11-00125, TDS Telecom continues to demonstrate that it has the managerial, financial, and technical Qualifications to provide cable or video service as required by Tenn. Code Ann. 7-59-305 (c)(6) and (d)(2).

TDS Telecom has been successfully providing video services in Tennessee since May of 2008 (Town of Farragut franchise) and has expanded to the areas identified in Exhibit A. Additionally, TDS owns and operates cable systems in Colorado, Utah, New Mexico, Oregon, Texas, Washington, New Hampshire, Minnesota, Wisconsin, Tennessee, North Carolina, and Idaho. TDS is currently constructing cable systems in areas of Idaho and Washington.

Additionally, TDS Telecom continues to operate four (4) telecommunications companies (Incumbent Local Exchange Carriers) in Tennessee providing a range of telecommunications and broadband services beginning in 1975.

TDS Telecom is the seventh largest local exchange telephone company in the U.S. and a growing force in the cable industry. It provides 1.2 million connections to high-speed internet, phone, and TV entertainment services to customers in more than 900 rural, suburban, and metropolitan communities. For residential customers, TDS deploys 1Gig internet access, IPTV service, cable TV options, and

traditional wireline services. The company offers businesses advanced solutions, including VoIP (managedIP Hosted voice), high-speed internet, fiber optics, data networking, and hosted-managed services.

Based on the historical success and experience of providing services, the continuous investment, upgrades, and expansion of services including video and telecommunications, TDS Telecom has demonstrated that it has the managerial, financial, and technical qualifications to provide cable and video services.

**9. Customer Service Complaint Handling Process (Section 305(c) (7))**

**a. Policies on addressing customer service issues, billing adjustments and communications with government officials regarding customer complaints:**

TDS Telecom follows the Customer Service guidelines set forth by the FCC. Customers who have questions or complaints regarding their cable or video service or questions or disputes concerning their bills may contact TDS at 1-855-220-2592. TDS Technical Customer Operations Advisors are available to assist with any problems 24 hours a day, 7 days a week. Local Field Service Technicians are available to address service-related issues Monday through Friday during normal business hours, and on call after hours and weekends for emergencies. TDS will address customer questions or complaints in a timely manner. Should a customer believe that his / her request was not properly handled, he/she may contact the Tennessee Public Utility Commission.

Written customer complaints may be sent to:

TDS  
ATTN: TDS TV Product Support  
525 Junction Rd.  
Madison, WI 53717

**10. Notice to Affected Local Governing Authority (Section 305(c) (8) of the Act)**

TDS Telecom has provided Notice and a copy of this Affidavit to each local government that would be affected by the renewed State-issued certificate of franchise authority as identified in Exhibit B of their right to receive a franchise fee consistent with the Act.

**11. Non-discrimination and service deployment requirements (Tenn. Code Ann 7-59-305(c)(9))**

TDS Telecom agrees to comply with the requirements of the Act, expressly including the applicable non-discrimination and service deployment requirements of Section 311 of the Act. In addition, TDS Telecom acknowledges the provisions of Section 312 of the Act relative to enforcement of non-discrimination and deployment requirements.


**12. Notice to Affected Local Government Entities (Tenn. Code Ann 7-59-305(c)(10))**

Following issuance of the renewed, and any amendments, state issued certificate of franchise authority, TDS Telecom will provide notice to any affected local governing authority ten (10) days prior to providing service in that jurisdiction.

**13. Minority-Owned Business Plan (Tenn. Code Ann 7-59-305(c) (11))**

TDS Telecom agrees to comply with its Minority-Owned Business Plan which is attached as Exhibit C.

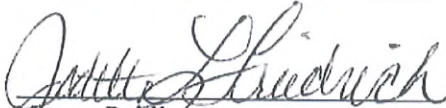
FURTHER AFFIANT SAYETH NOT.

  
\_\_\_\_\_  
Andrew S. Petersen  
Sr. Vice President – Corporate Affairs

State of Wisconsin  
County of Dane

Sworn to and subscribed before me, this 17<sup>th</sup> day of August \_\_\_\_ 2021.



  
\_\_\_\_\_  
Notary Public  
My Commission Expires 01/28/24

**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE  
AUTHORITY**

**EXHIBIT A**

**TENNESSEE SERVICE AREAS**

**APPLICATION OF TDS TELECOM SERVICE CORPORATION (“TDS TELECOM”)  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**EXHIBIT A**

**TENNESSEE SERVICE AREAS  
(WITHIN TDS TELECOM FOOTPRINT AS IDENTIFIED IN ATTACHED MAPS)**

<b>Municipality</b>	<b>County</b>
Town of Farragut	Knox
LaVergne	Davidson
City of LaVergne	Rutherford
City of Mt. Juliet	Wilson
Concord	Knox
Mt. Juliet	Wilson
Halls Crossroads	Knox
Parsons	Decatur
Waynesboro	Wayne
Tellico	Monroe
Clifton	Wayne
Collinwood	Wayne
Decaturville	Decatur
Linden	Perry
Lobelville	Perry
New Johnsonville	Humphreys County
Vonore	Monroe & Loudon
Town of Vonore	Monroe
Ball Play	Monroe
Coker Creek	Monroe
City of Scotts Hill	Monroe

**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS TELECOM")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**EXHIBIT B**

**LOCAL COUNTY GOVERNMENTS PROVIDED NOTICE AND A MAP  
OF THE SERVICE**

**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS TELECOM")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**EXHIBIT B**

**LOCAL COUNTY GOVERNMENTS PROVIDED NOTICE AND MAP OF SERVICE  
AREA**

<b>Knox County - Town of Farragut</b> Mr. Ron Williams, Mayor Town of Farragut 11408 Municipal center Drive Farragut, TN 37934	<b>Decatur County – Decaturville</b> Mr. Mike Creasy, County Mayor 29 East Main, St. Decaturville, TN 38329
<b>Knox County – Concord</b> Mr. Glenn Jacobs, County Mayor Office of County Mayor Suite 615 City County Building 400 Main St. Knoxville, TN 37902	<b>Decatur County – City of Decaturville</b> Mr. Jerry Buchanan, Mayor City Hall Decaturville 29 East Main St. Decaturville, TN 38329
<b>Knox County - Halls Crossroads</b> Mr. Glenn Jacobs, County Mayor Office of County Mayor Suite 615 City County Building 400 Main St. Knoxville, TN 37902	<b>Decatur County – Parsons</b> Mr. Tim Boaz, Mayor City of Parsons City Hall 535 Tennessee Ave. South Parsons, TN 38363
<b>Davidson County – Antioch</b> Mr. John Cooper, County Mayor Metro City Hall 225 Polk Ave. Nashville, TN 37207	<b>Decatur County - Scotts Hill</b> Mr. Mike Creasy, County Mayor 29 East Main, St. Decaturville, TN 38329
<b>Davidson County – LaVergne</b> Mr. John Cooper, County Mayor Metro City Hall 225 Polk Ave. Nashville, TN 37207	<b>Decatur County – City of Scotts Hill</b> Mr. Kenny Parrish, Mayor City of Scotts Hill 85 Hwy 114 South Scotts Hill, TN 38374
<b>Rutherford County - City of Lavergne</b> Jason Cole, Mayor 5093 Murfreesboro Rd. LaVergne, TN 37086	<b>Perry County – Town of Linden</b> Mr. Wess Ward, Mayor 216 E. Main St. Linden, TN 37096
<b>Wilson County - City of Mt. Juliet</b> Mr. James Maness, Mayor City of Mt. Juliet 2425 North Mt. Juliet Rd. Mt. Juliet, TN 37122	<b>Perry County – Linden</b> Mr. John Carroll, County Mayor 121 East Main St. Linden, TN 37096

**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS TELECOM")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**EXHIBIT B**

**LOCAL COUNTY GOVERNMENTS PROVIDED NOTICE AND MAP OF SERVICE  
AREA**

<b>Wilson County - Mt. Juliet</b> Mr. Randall Hutto, County Mayor 228 E. Main St., Room 104 Lebanon, TN 37087	<b>Perry County – Lobelville</b> Mr. Robby Moore, Mayor 55 South Main St. Lobelville, TN 37097
<b>Wayne County – Waynesboro</b> Mr. Jim Mangubat, County Executive 100 Court Circle Waynesboro, TN 38485	<b>Monroe County – Vonore</b> Mr. Mitch Ingram, County Mayor 105 College Street South Madisonville, TN 37354
<b>Wayne County – City of Waynesboro</b> Mr. Chris Bevis, Mayor 122 Public Sq. East Waynesboro, TN 38485	<b>Loudon County – Vonore</b> Mr. Buddy Bradshaw, County Mayor 100 River Road, Suite 106 Loudon, TN 37774
<b>Wayne County – City of Collinwood</b> Mr. Glenn Brown, Mayor City of Collinwood Collinwood City Hall 108 3 <sup>rd</sup> Ave South Collinwood, TN 38450	<b>Monroe County - Town of Vonore</b> Mr. John Hammontree 613 Church St. Vonore, TN 37885-0218
<b>Wayne County – City of Clifton</b> Mr. Randy Burns, Mayor City of Clifton 142 Main Street P.O. Box 192 Clifton, TN 38425	<b>Monroe County - Ball Play</b> Mr. Mitch Ingram, County Mayor 105 College Street South Madisonville, TN 37354
<b>Humphreys County - City of New Johnsonville</b> Mr. David Cagle, Mayor City of New Johnsonville 323 Long St. New Johnsonville, TN 37134	<b>Monroe County - Coker Creek</b> Mr. Mitch Ingram, County Mayor 105 College Street South Madisonville, TN 37354
<b>Humphreys County – New Johnsonville</b> Mr. Jessie Wallace, County Executive Humphreys County 102 Thompson, St. Waverly, TN 37185	<b>Monroe – City of Tellico Plains</b> Mr. Marilyn Parker, Mayor City of Tellico Plains 405 Veterans Memorial Dr. Tellico Plains, TN 37385

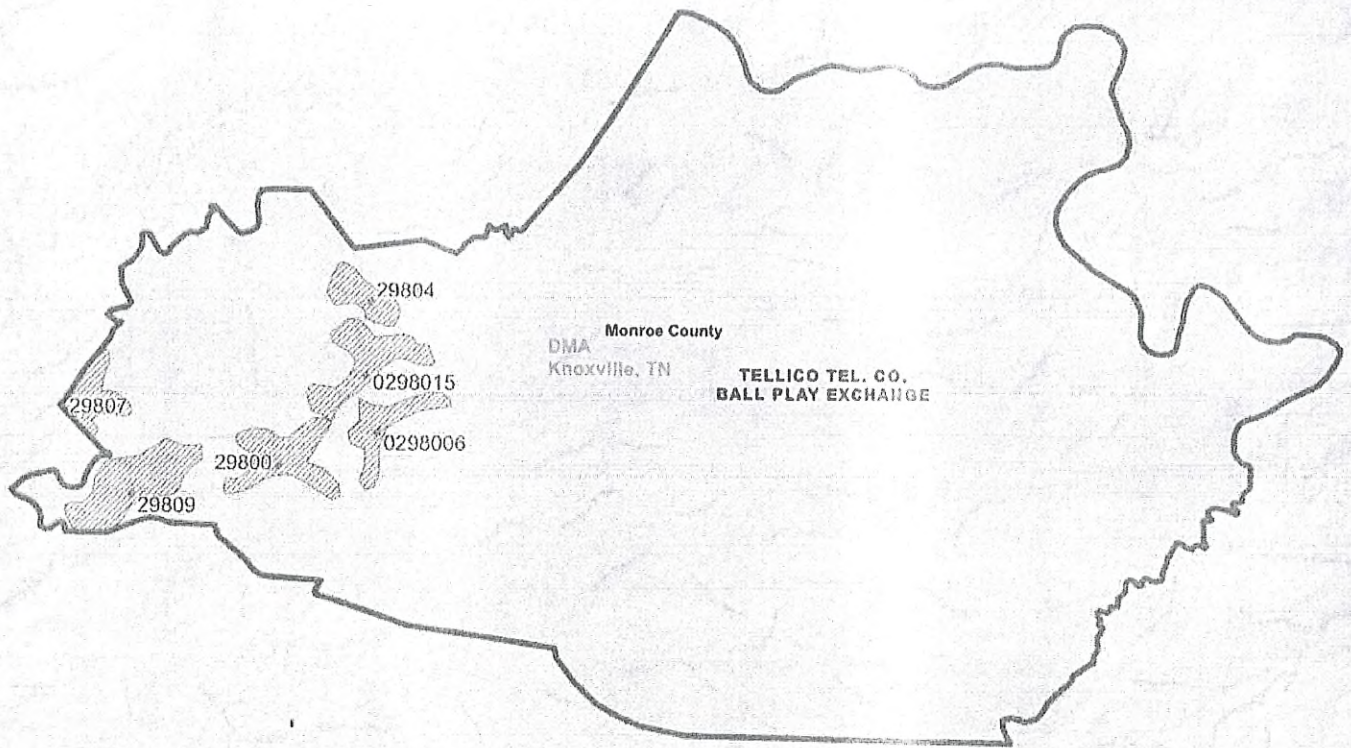
**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS TELECOM")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**MAPS**

**LOCAL COUNTY GOVERNMENTS PROVIDED NOTICE AND A MAP  
OF THE SERVICE**


BALL PLAY

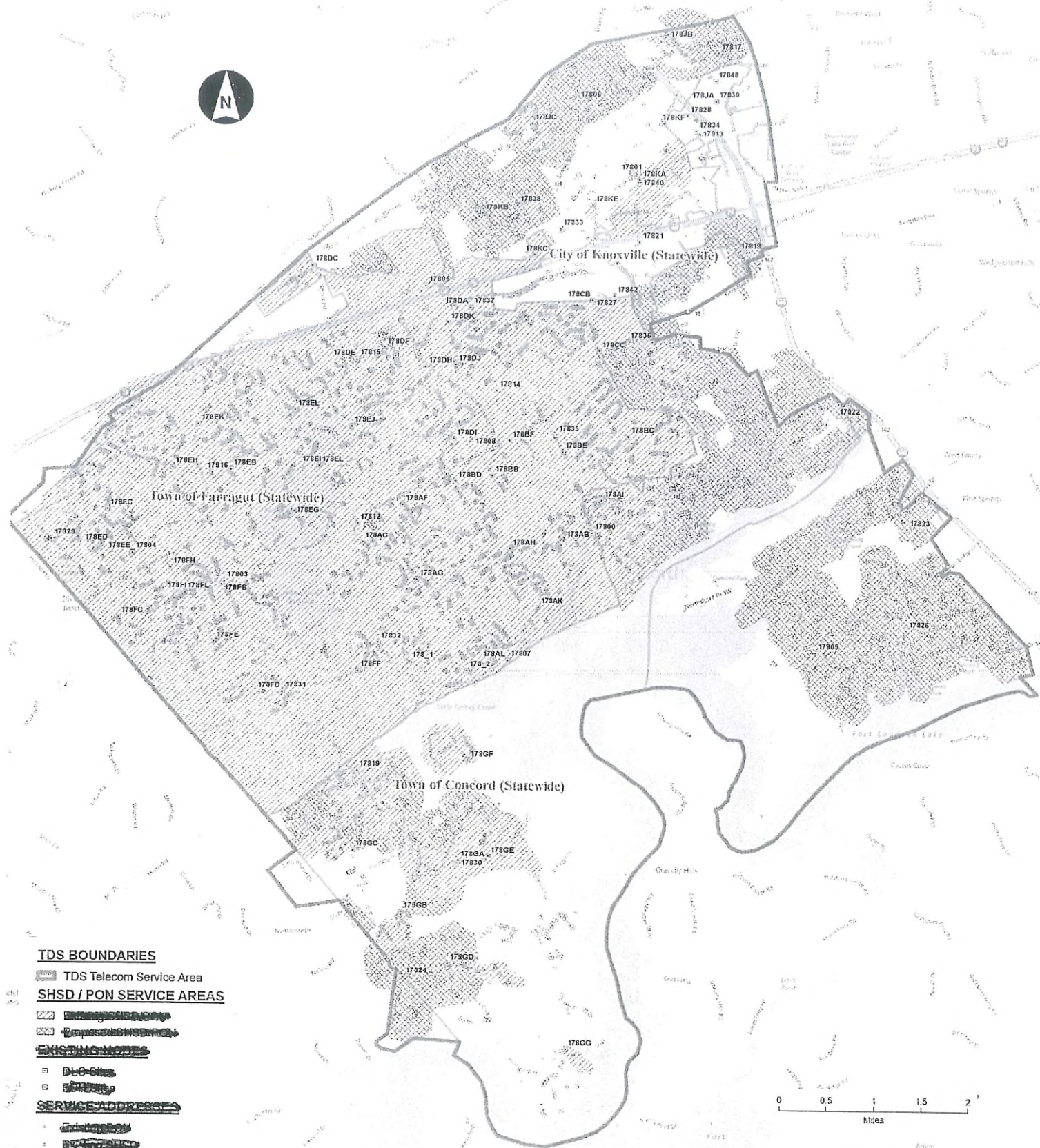
TELLICO TELEPHONE COMPANY, INC D/B/A TDS TELECOM



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Miles

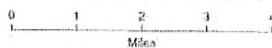
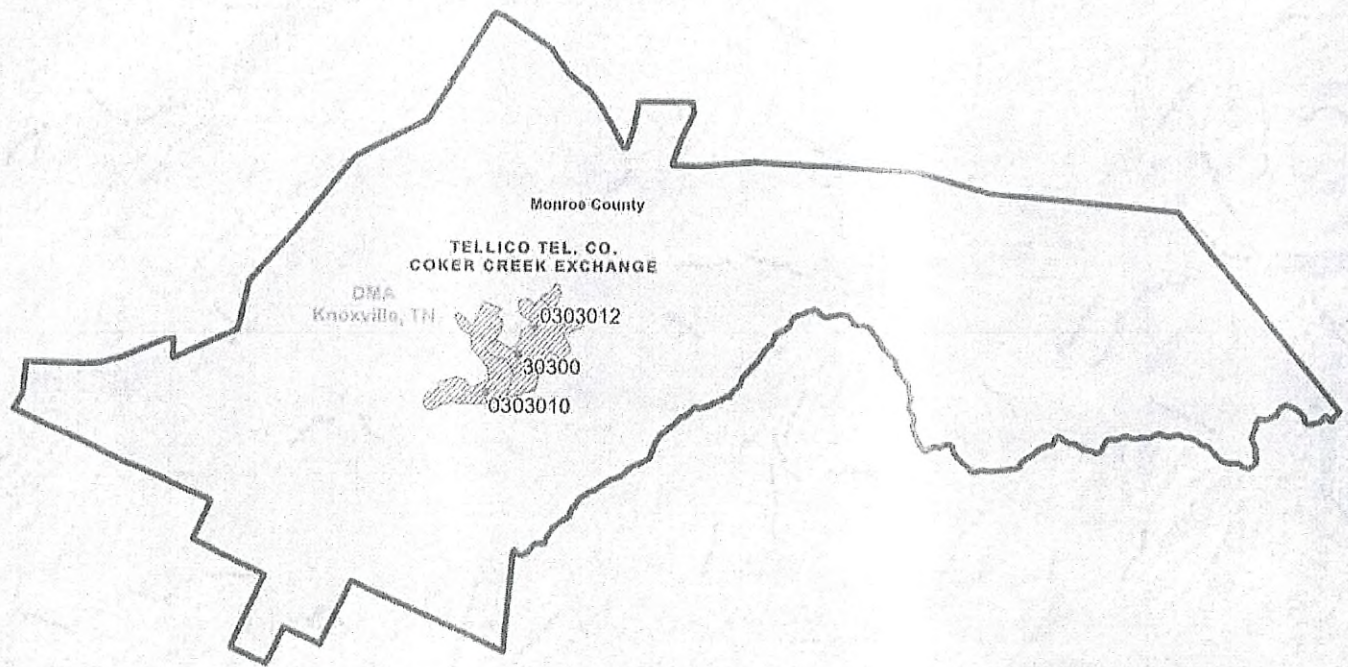
Legend

-  Telephone Service Area
-  IPTV Service Areas
-  IPTV Franchise - Existing



Rev. Date: November 9, 2012

TELLICO TELEPHONE COMPANY, INC D/B/A TDS TELECOM



Legend

- Telephone Service Area
- IPTV Service Areas
- IPTV Franchise - Existing

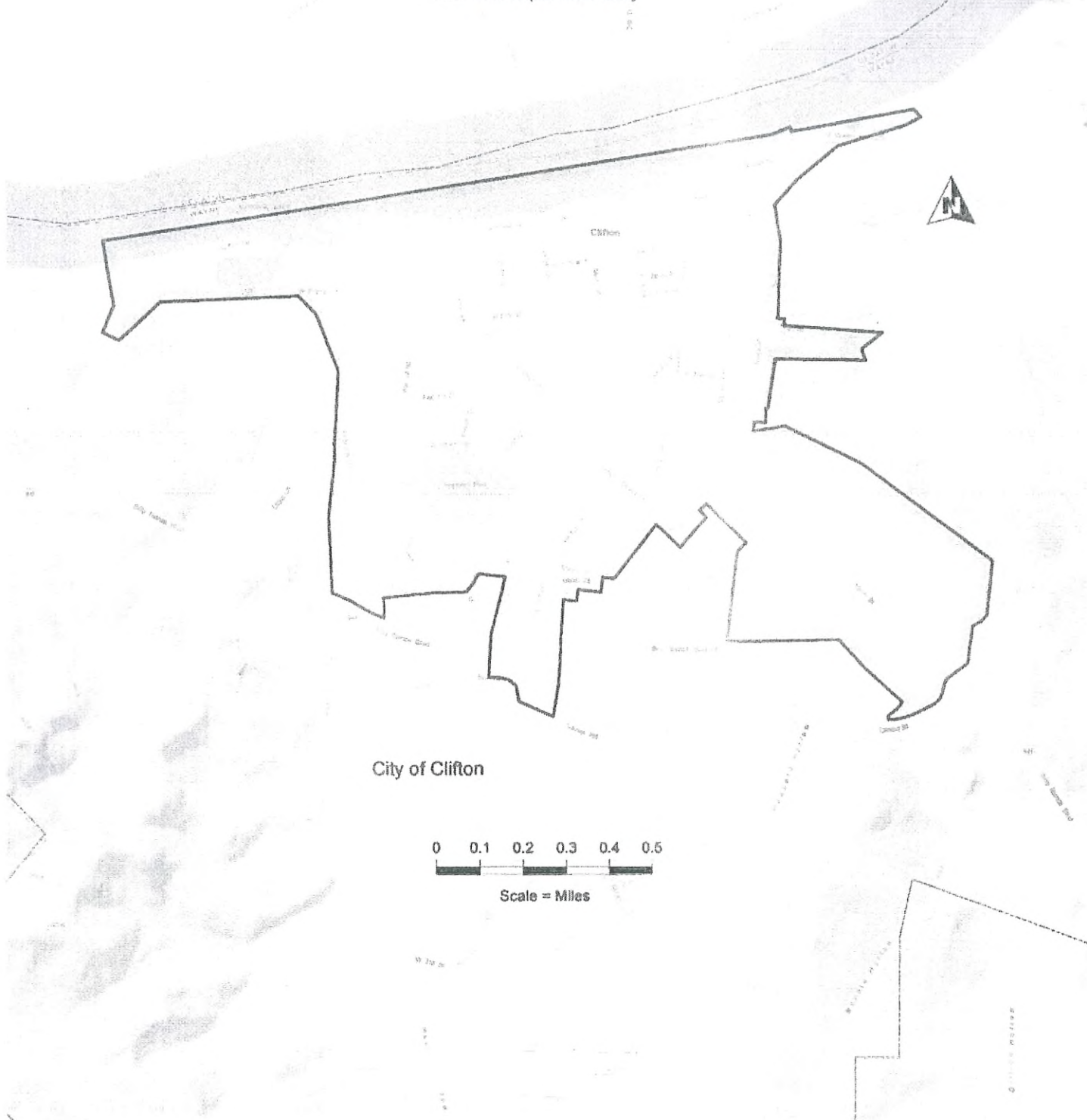
CLIFTON



# TDS TELECOM - CLIFTON IPTV Market Area

March, 2019

- IPTV Service Area
- Municipal Boundary



City of Clifton

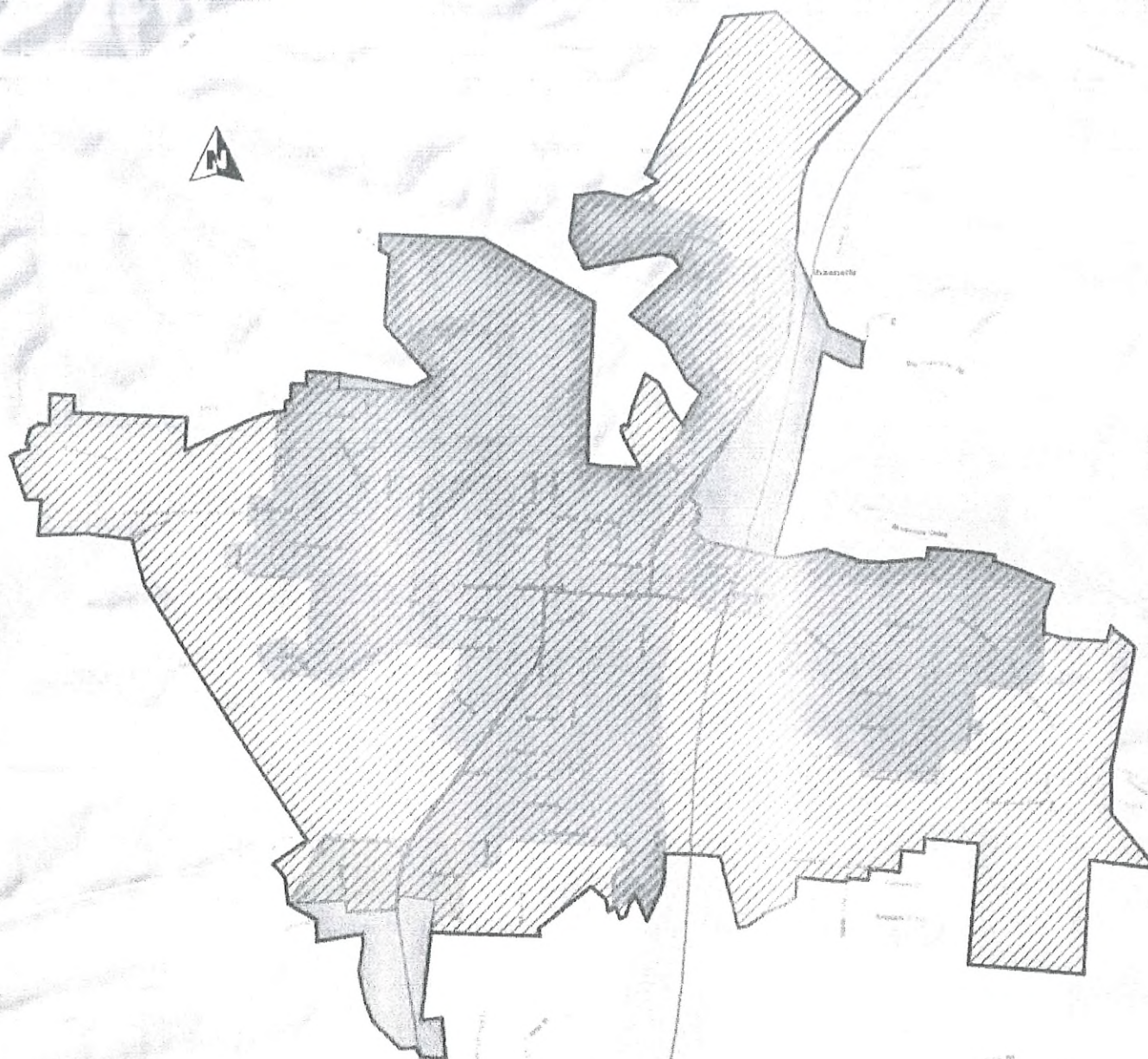
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Scale = Miles

COLLINWOOD



# TDS TELECOM - COLLINWOOD IPTV Market Area



March, 2019

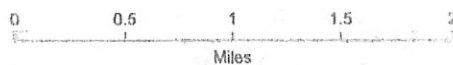
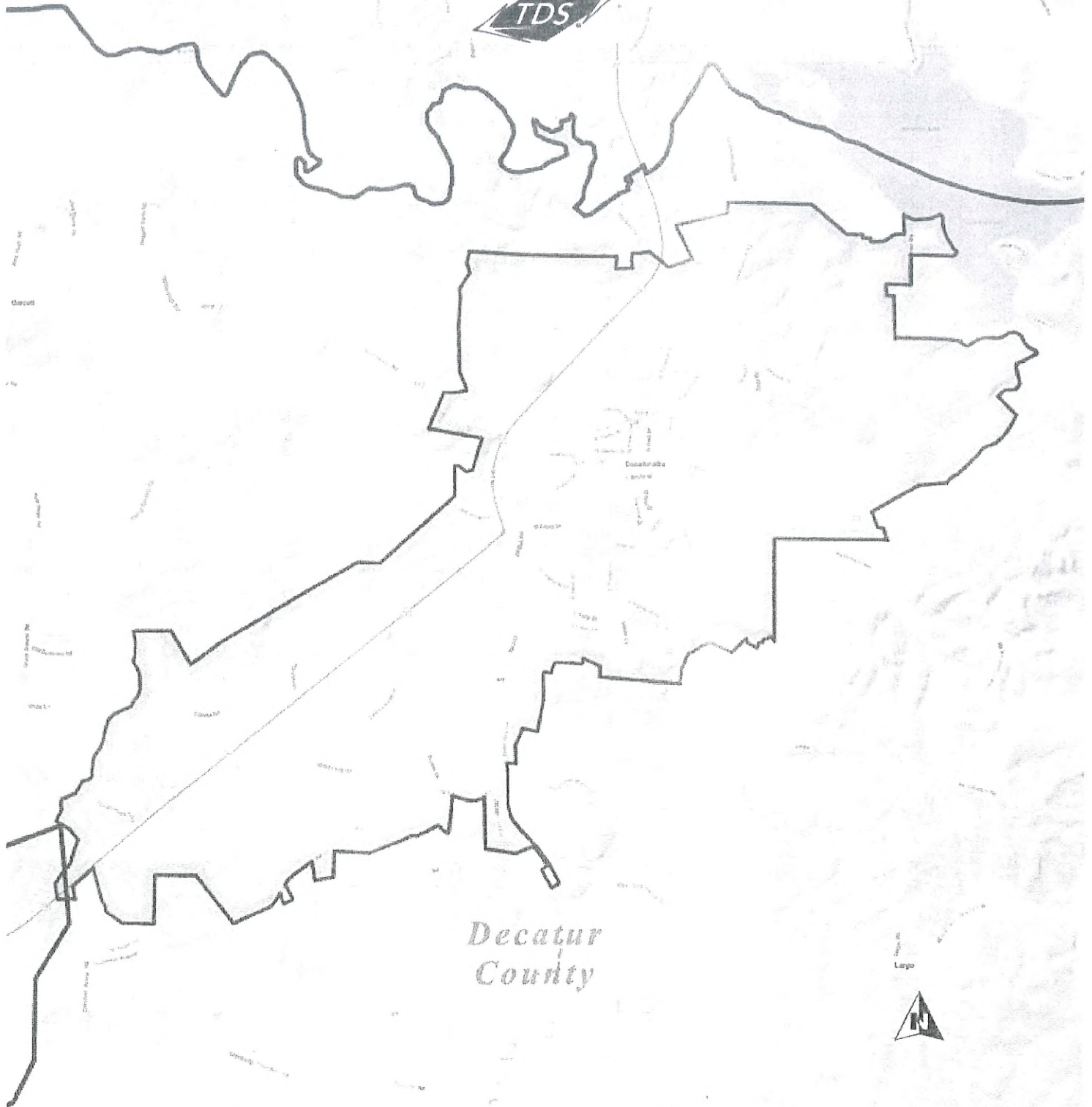


Scale = Miles



 IPTV Market Area



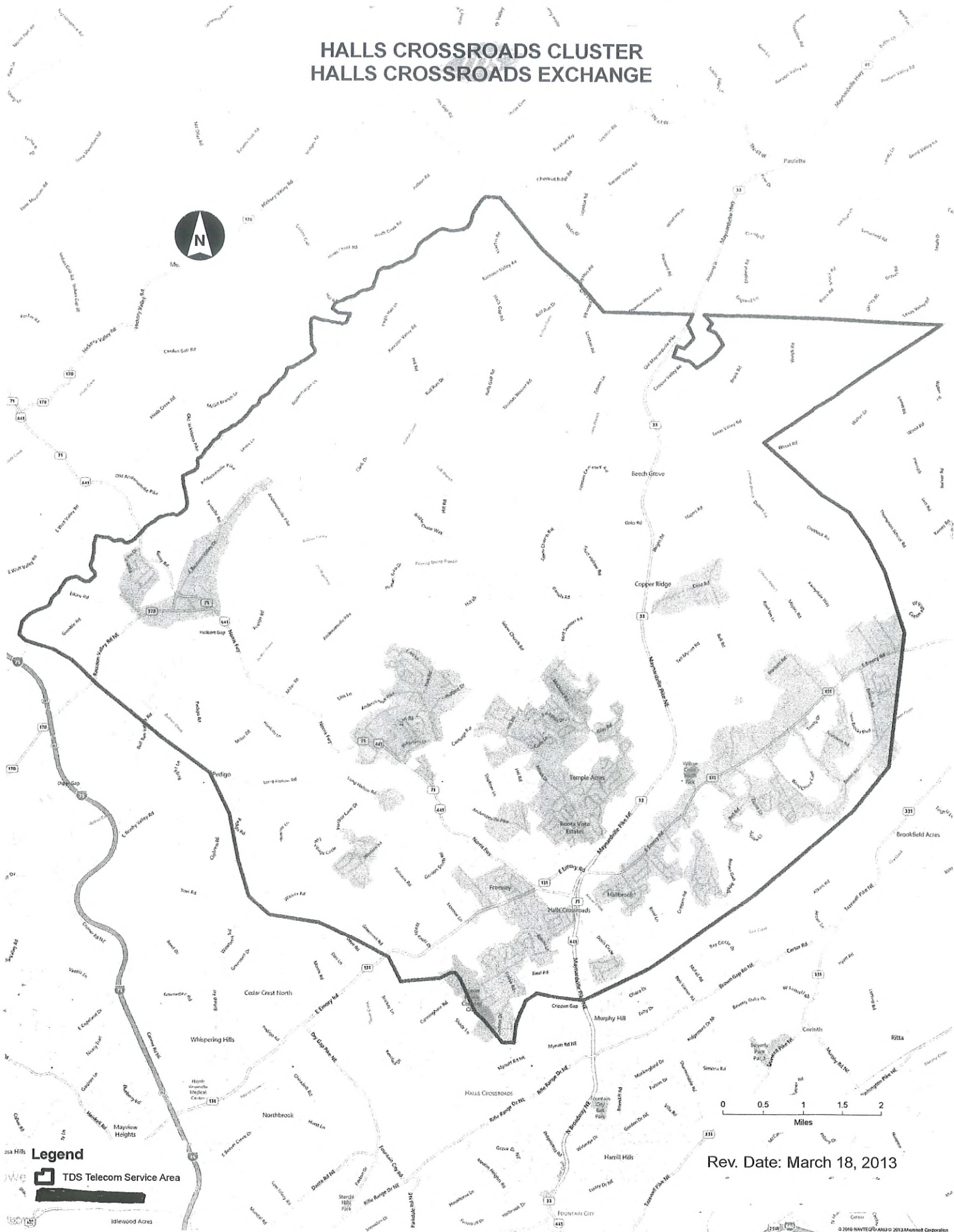
# TDS TELECOM - DECATURVILLE IPTV Market Area



July 2019

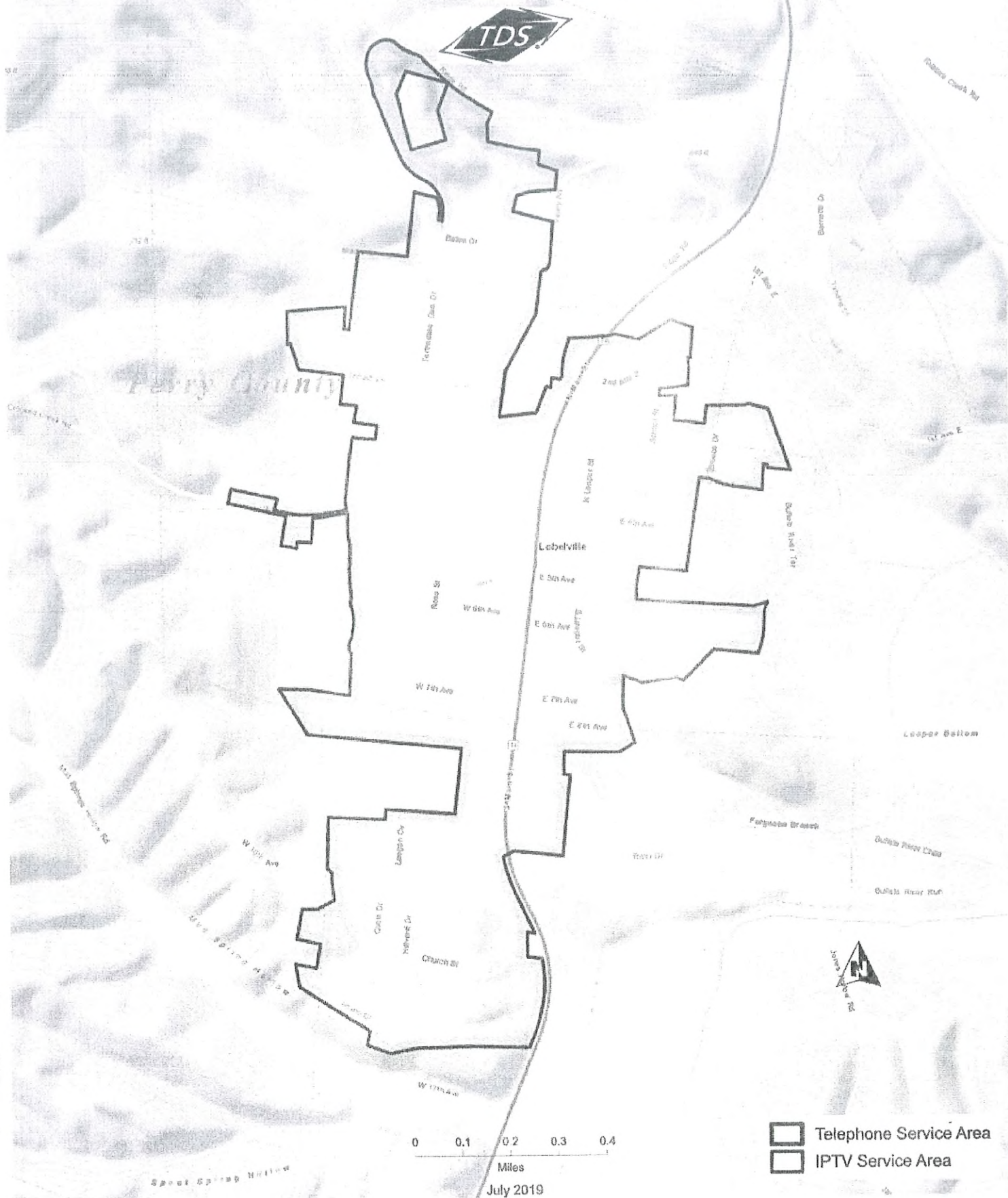
-  Telephone Service Area
-  IPTV Service Area

# HALLS CROSSROADS CLUSTER HALLS CROSSROADS EXCHANGE



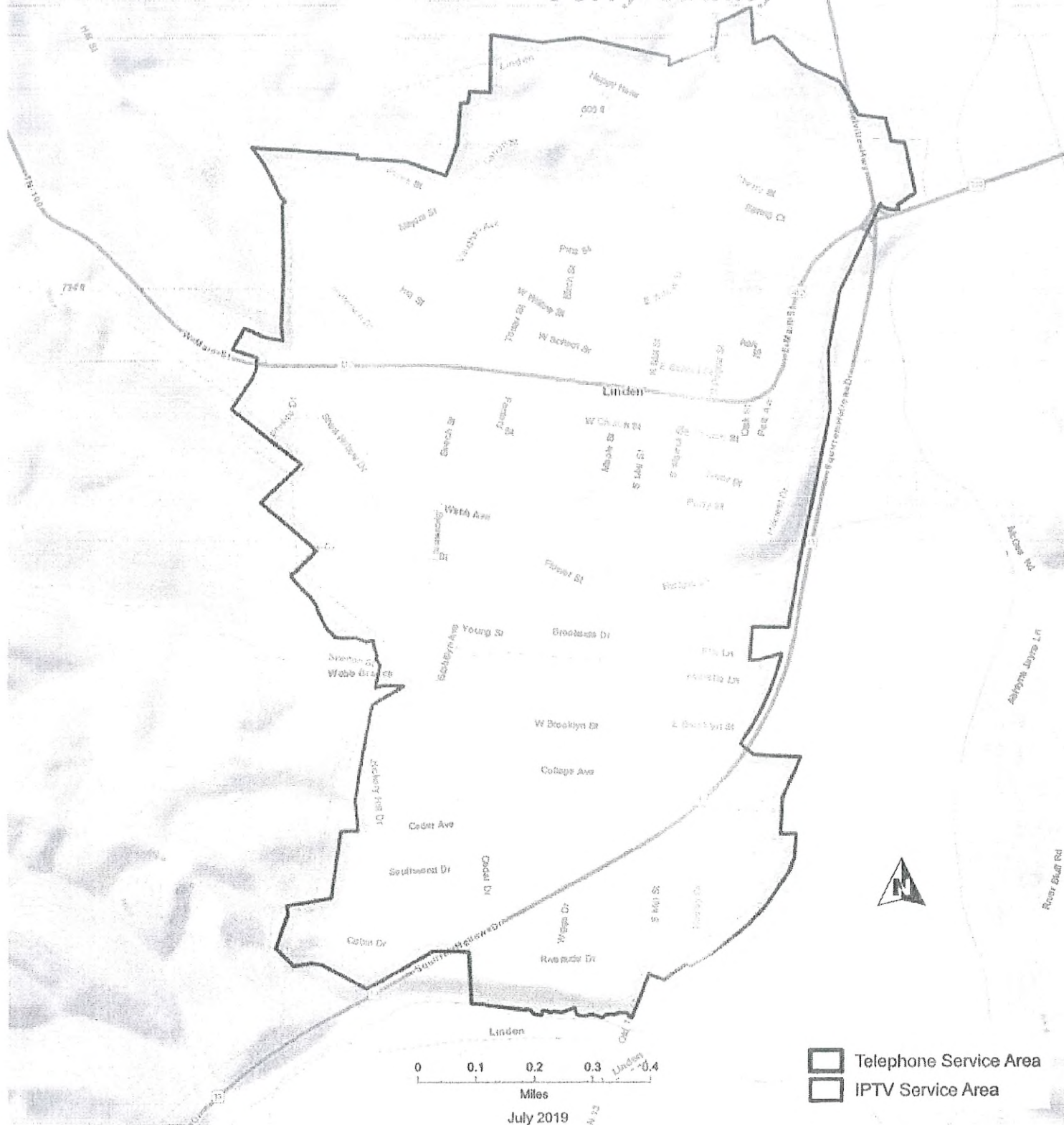
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Rev. Date: March 18, 2013

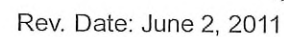




*Perry County*



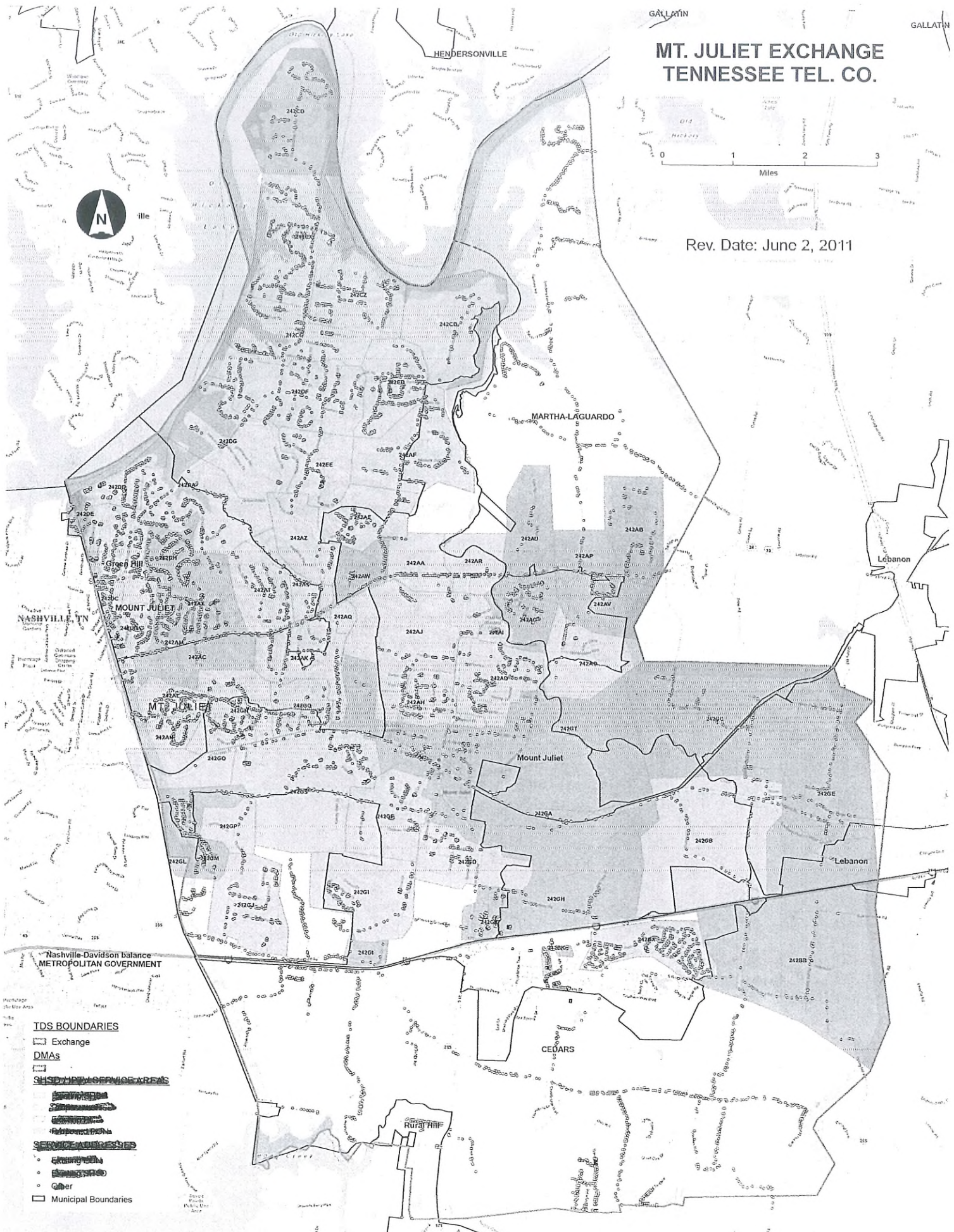
## Long Hunter State Park

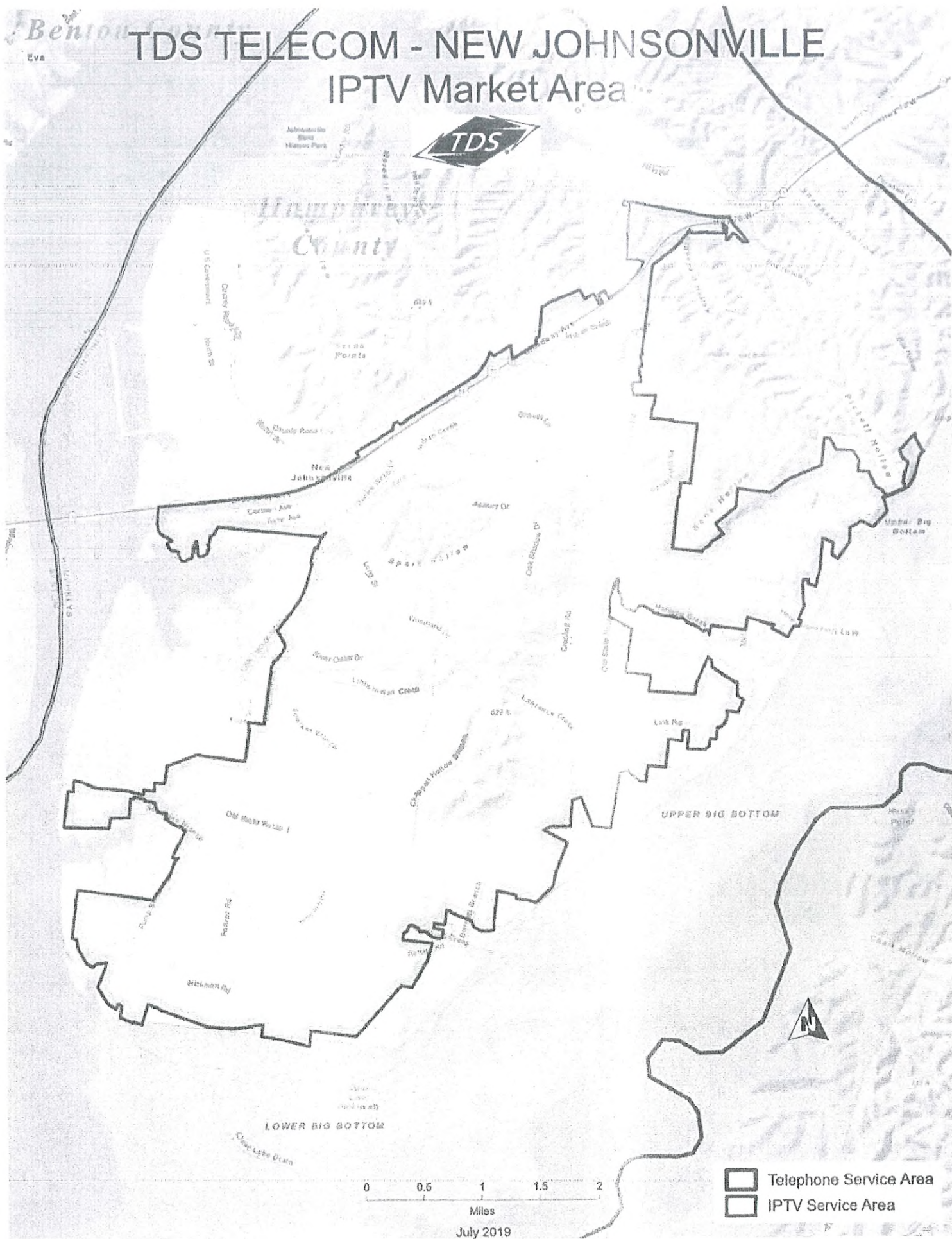


# MT. JULIET EXCHANGE TENNESSEE TEL. CO.

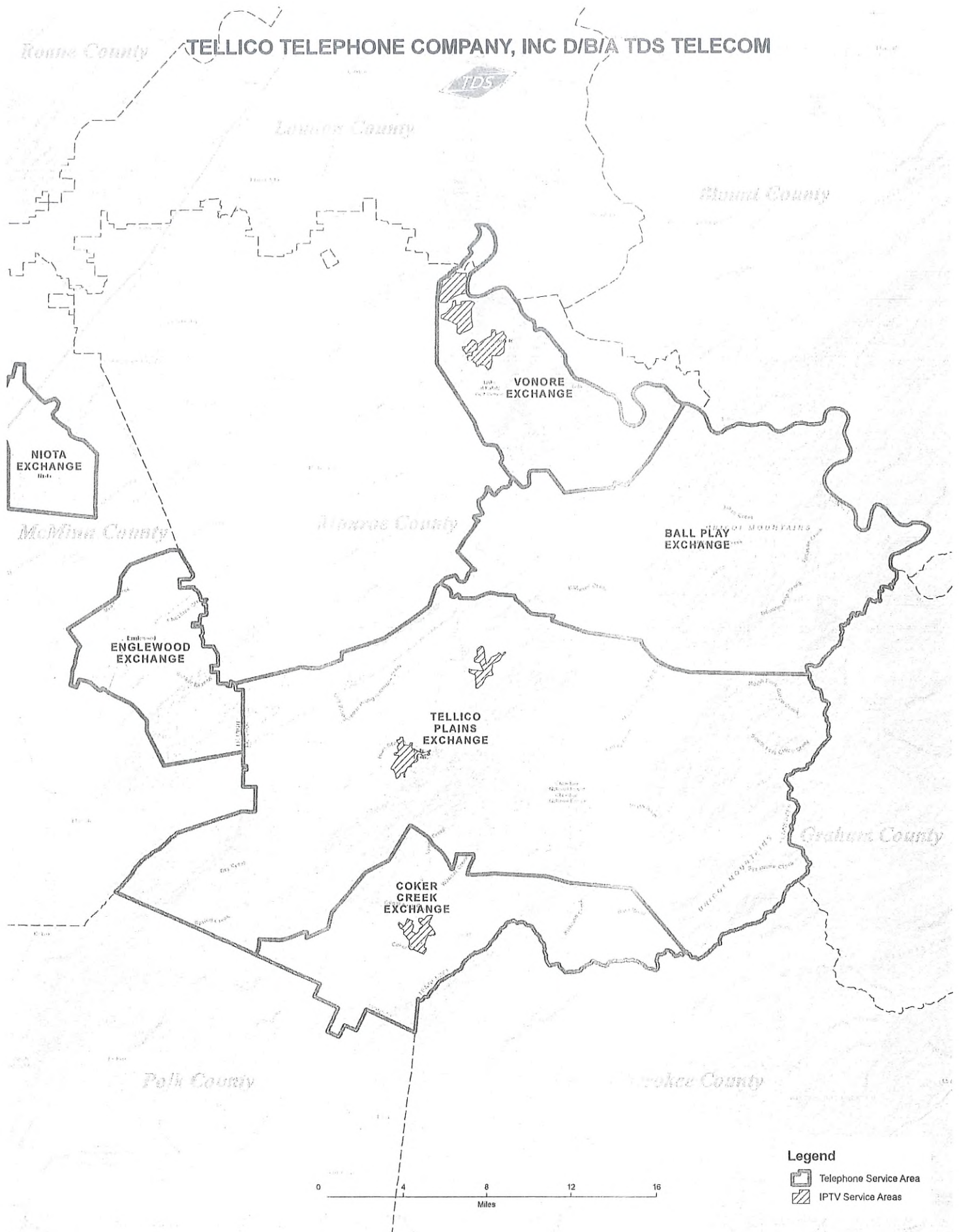
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Rev. Date: June 2, 2011







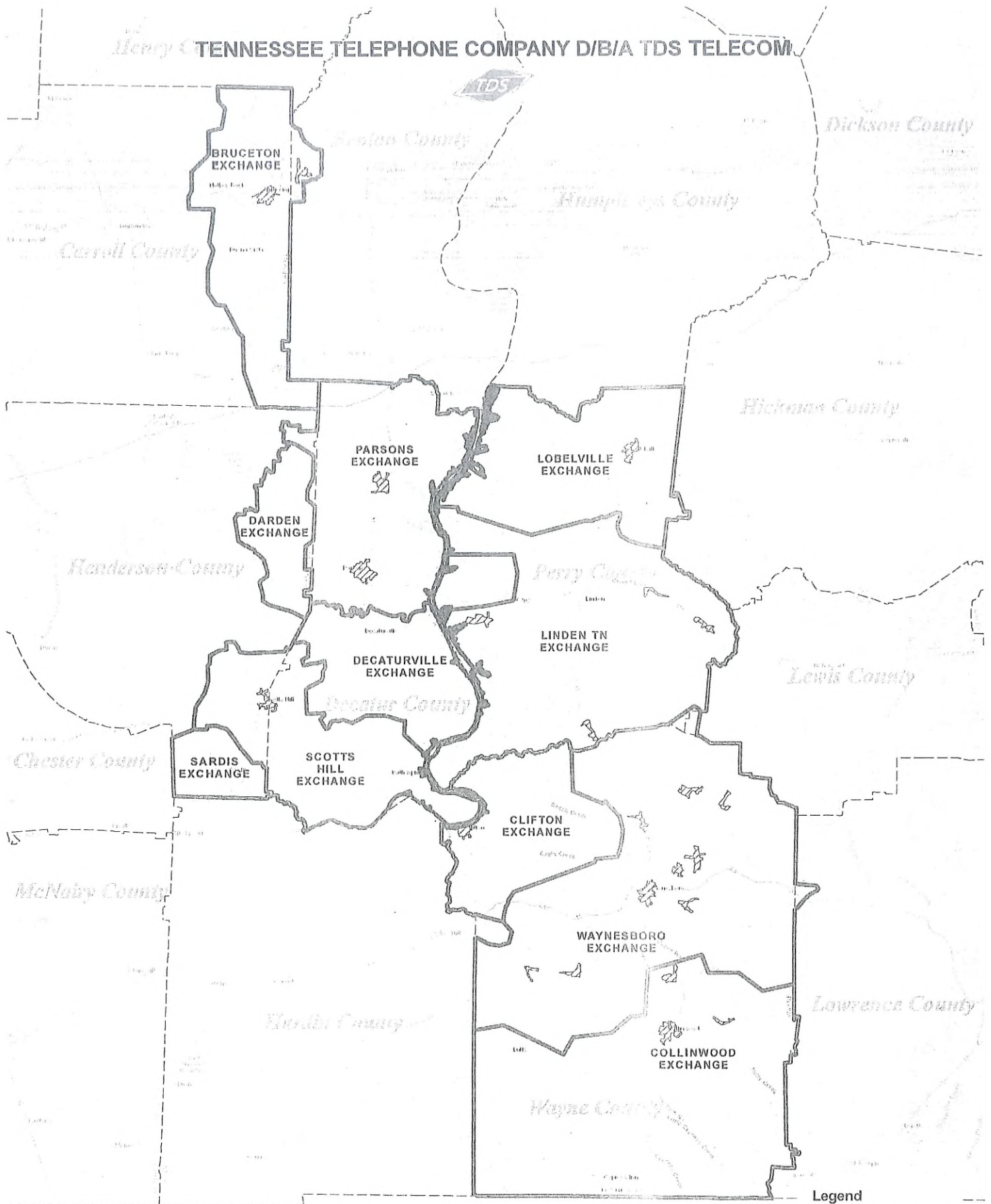
# TELLICO TELEPHONE COMPANY, INC D/B/A TDS TELECOM



## Legend

-  Telephone Service Area
-  IPTV Service Areas

# TENNESSEE TELEPHONE COMPANY D/B/A TDS TELECOM



## Legend

-  Telephone Service Area
-  IPTV Service Areas

VONORE

# TELLICO TELEPHONE COMPANY, INC D/B/A TDS TELECOM



London County



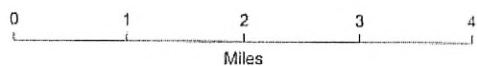
Blaine County




Town of Vonore

VONORE  
EXCHANGE

Monroe County

Washington County



-  Telephone Service Area
-  IPTV Service Area
-  IPTV Franchise

2/19/2020

**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS TELECOM")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE AUTHORITY**

**EXHIBIT C**

**MINORITY OWNED  
BUSINESS PARTICPATION PLAN**

**APPLICATION OF TDS TELECOM SERVICE CORPORATION ("TDS")  
FOR RENEWAL OF STATE-ISSUED CERTIFICATE OF FRANCHISE  
AUTHORITY**

**TDS Telecom Service Corporation  
(JANUARY 2021)**

**MINORITY OWNED  
BUSINESS PARTICPATION PLAN**

# **MINORITY-OWNED BUSINESS PARTICIPATION PLAN**

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1.0 PURPOSE

2.0 DEFINITIONS

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5.0 PLAN ADMINISTRATION

6.0 PLAN TO ENSURE EQUITABLE OPPORTUNITY

7.0 PLAN REPORTING

## **MINORITY – OWNED BUSINESS PARTICIPATION PLAN**

### **1.0 PLAN**

- 1.1 This Minority –Owned Business Participation Plan (“Plan”) is submitted by TDS Telecom (“TDS” as required by the Competitive Cable & Video Service Act of 2008, codified as T.C.A 7-59-313
- 1.2 The Administration of this Plan is the responsibility of TDS. It is the policy of TDS to provide an opportunity for Minority Owned Businesses to compete for subcontracts awarded by TDS on a fair and equitable basis with certified suppliers and contractors.
- 1.3 This plan is a state of objectives and is not intended to create any legal obligation of TDS of any person or organization.

### **2.0 DEFINITIONS**

- 2.1 Minority Business – For the purpose of this Plan, “minority business” means a business that is solely owned, or at least fifty-one (51%) of the assets or outstanding stock of which is owned by an individual who personally manages and controls the daily operations of such business, and who is impeded from non entry into the economic mainstream per T.C.A 7-59-313(1)(A-C)

### **3.0 PLAN RESPONSIBILITY AND POLICY STATEMENT**

- 3.1 It is the policy of TDS to afford Minority –Owned Businesses an opportunity to participate in the performance of contracts in accordance with T.C.A 7-59-313(b).
- 3.2 As a purchaser of goods and services, it is TDS – responsibility to:
  - Identify and maintain a pool of qualified suppliers
  - Provide opportunities for Minority Owned Businesses to bid in those solicitations for products or services which they are capable of providing, and which meet RUS (Rural Utility Service) standards.

#### **4.0 PLAN PERIOD OF EFFECTIVENESS**

4.1 TDS is committed to providing affirmative access to contracting opportunities for Minority-Owned Businesses. TDS is proactive and will move toward inclusion of such firms in the supplier base. This plan represents an on-going commitment by the Company, and has no fixed time period for effectiveness.

#### **5.0 PLAN ADMINISTRATION**

5.1 TDS Plan Administrator is:  
Mr. Jon Finseth  
Manager – Procurement  
525 Junction Road  
Madison, WI 53717  
Telephone: 608-664-4067  
FAX: 608-664-4519

5.2 The Administrator manages the Plan as described below.

5.3 The Administrator's specific job duties, as they related to this Plan are as follows:

- (a) Develops and maintains policies and procedures to ensure that Minority-Owned Businesses have an equitable opportunity to be awarded contracts.
- (b) Establishes and maintains policies and procedures to ensure that Minority-Owned Businesses have an equitable opportunity to be awarded contracts.
- (c) Ensures inclusion of Minority – Owned Businesses in those solicitations for products or services which they are capable of providing, and which meet United States Department of Agriculture Rural Utility Service (RUS) standards.
- (d) Maintains Minority – Owned Businesses related correspondence and record keeping.
- (e) Coordinates activities during the conduct of any compliance review by the Tennessee state agencies.
- (f) Attends or arranges for attendance by appropriate members of management at, Minority Business Enterprise Seminars, Trade Fairs, and Conventions.

## **6.0 PLAN TO ASSURE EQUITABLE OPPORTUNITY**

6.1 The Administrator shall ensure that appropriate source listings and services are properly utilized in support of the Plan. Sources / listings include, but are not limited to the following:

- (a) The TDS approved Master Supplier list.
- (b) Information received from the Small Business Administration Procurement Automated Source System (PASS).
- (c) Information sources received from the TN Department of Economic Development's Office of Minority Business Enterprise and Small Business Office.
- (d) Information received from the local Chamber of Commerce.

6.2 Outreach efforts will be made as follows:

- (a) The Administrator shall cultivate and maintain relationships with Small Business trade associations and business development organizations in an effort to locate and qualify capable Minority – Owned Businesses for participation in contracting opportunities.
- (b) The Administrator shall ensure that TDS assists Minority – Owned Businesses by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns.
- (c) The Administrator shall ensure that TDS provides adequate and timely consideration of the potentialities of Minority – Owned Businesses in “make or buy” decisions.
- (d) Appropriate members of management will attend seminars and trade fairs in order to develop sources.

## **7.0 PLAN REPORTING**

7.1 TDS will submit such periodic reports and cooperate in those studies or surveys as may be required to determine the extent of compliance with this Plan.

7.2 TDS will maintain, if required, the following types of records:

- (a) Source lists, guides, and other data that identify Minority-Owned Businesses.
- (b) Lists of organizations contacted in an attempt to locate sources that are Minority - Owned Businesses.
- (c) Records of any outreach efforts to contact trade associations, business development organizations, and conferences and trade fairs attended.

7.3 TDS's Supplier Master List identifies Minority-Owned Businesses. The Supplier List shall be utilized in identifying potential contractors. A Summary Sheet shall be maintained in each suppliers file and shall be reviewed and evaluated by the Plan Administrator.