

**CHAPTER SIXTEEN - Section 16.17**

**SOLICITATION AND CONTRACT REVIEW COMMITTEE CHARTER**

Approved: March 23, 2000  
Amended: June 20, 2002  
Amended: February 23, 2006  
Amended: June 24, 2010

**I. PURPOSE**

A Solicitation and Contract Review (S&CR) Committee is established as an Advisory Committee of the LMOA Board of Directors. Its purpose shall be to review all LMOA solicitations expected to cost \$10,000 or greater in the aggregate prior to release to the competitive marketplace, and to advise the Board of Directors that the solicitation or proposed contract meets the procurement policies of LMOA. All solicitation responses and master contract file data including prospective contracts and/or contract modifications or amendments shall be reviewed by this same Committee prior to presentation to the Board of Directors for approval and signature by the President of LMOA or the General Manager of LMOA. Proper documentation that the foregoing reviews have been performed shall be maintained. For contract actions less than \$10,000 in the aggregate, the S&CR Committee shall assist the General Manager upon request.

**II. MEMBERSHIP AND STRUCTURE**

The Solicitation and Contract Review Committee shall consist of five (5) members appointed by the Board of Directors in accordance with PM 16.00 – Committee Charters. Board of Directors members and full-time employees of the Association may not serve on the S&CR Committee. The members of this Committee shall have professional credentials and/or experience in project management, contract negotiations and administration with knowledge of contract legal requirements, technical and business accounting experience and/or knowledge. The Committee shall have the authority to bring appropriate technical expertise from the membership to assist in technical areas not covered by the Committee members on a selected solicitation/contract basis, provided no conflict of interest exists.

**III. DUTIES AND RESPONSIBILITIES**

The Solicitation and Contract Review Committee has the primary responsibility to insure that all solicitations and contracts in the amount of \$10,000 or greater in the aggregate have been reviewed and meet the criteria and requirements of the procurement policies of LMOA. The Committee shall provide its reports to the Board of Directors at the same time each solicitation or prospective contract is presented for Board approval.

- A. The Committee shall meet as required to insure that delays in taking necessary procurement actions are avoided or minimized. Committee meetings for contract solicitation preparation shall be open to the membership. Meetings for review of proposals received in response to solicitations shall be closed to the membership.
- B. The Committee shall work with staff and the General Manager to insure all procurement requirements are met. Any disagreements shall be resolved if possible before the contract document is presented to the Board for approval. If unable to achieve agreement, the report of the Committee shall include areas of concern for Board resolution.

- C. The Committee shall maintain, at the Association's place of business, appropriate files that support its recommendations.
- D. Committee members shall protect the integrity of the procurement process at all times. Any member of the S&CR Committee who discloses or discusses competitive bids or information with unauthorized LMOA members, staff, or other bidders shall be subject to immediate removal from the Committee by the Board of Directors.

All actions of, and conduct by, the Solicitation and Contract Review Committee shall be in strict compliance with PM 16.00, Committee Charters, unless specifically prescribed otherwise by adoption of this Charter by the LMOA Board of Directors.

Cross-Reference:

PM 4.02K, Capital Equipment Purchases/Contracts

PM 16.00, Committee Charters