REPORT

DATE: March 6, 2008

TO: Regional Council and Administration Committee

FROM: Chair of the Contracts Subcommittee

SUBJECT: Charter of the Contracts Subcommittee

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Approve the Contracts Subcommittee Charter.

BACKGROUND:

During the January 3, 2008 meeting, the Regional Council (RC) President appointed members to the Contracts Subcommittee consistent with the recommendations of the Administration Committee. Administration Committee Chair Loveridge has requested that subcommittees of the Administration Committee prepare charters for their respective subcommittees. The Contracts Subcommittee at its first meeting on January 31, 2008 established its charter, and therefore requests that the Administration Committee and the Regional Council approve the attached charter.

FISCAL IMPACT:

There is no fiscal impact related to this matter.

Reviewed by: *Division Manager*

Reviewed by: *Chief Financial Officer*

CONTRACTS SUBCOMMITTEE CHARTER

Purpose of the Subcommittee

To assist the Administration Committee and Regional Council with developing policy guidance on how to strengthen SCAG's contracting policies and procedures, and create innovative approaches to maximize competition with SCAG's contracting process.

Authority

The Contracts Subcommittee is a subcommittee of the Administration Committee, reporting to the Regional Council and has authority to review and make policy recommendations regarding the SCAG Contracting Process.

Organization

The Contracts Subcommittee will consist of five (5) members of the Regional Council. The Regional Council President will appoint Subcommittee members. The Subcommittee will select a Chairperson and Vice-Chair amongst its members.

Meetings

The Subcommittee will meet regularly on a date and time to be determined by the Subcommittee, or as circumstances require. All Subcommittee members are expected to attend each meeting. The Subcommittee will invite SCAG staff or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials in accordance with the Brown Act. Minutes of each meeting will be prepared.

Responsibilities

The Subcommittee will carry out the following responsibilities:

- Ensure contracting process is being implemented in compliance with adopted policies and procedures, local ordinances and State and Federal regulations; and
- Periodically review policies and procedures to ensure they are effective and current with industry standards.
- Semi-annually review reports on the diversity of SCAG's contract pool of vendors.