



Procurement and Contracts Governance Board

Terms of Reference v1.9

7DEOH RI &RQWHQWV

Contents

PCGB Purpose	3
Authorisation Responsibilities	4
Membership	4
Meetings	5
Secretary	6
Meeting Minutes	7
Reporting Procedures	7
Annual Performance Assessment.....	7
Approval of Terms of Reference	8

	<ul style="list-style-type: none"> x 7KH 3YRLFH RI WKH VWDNHKROGHU´ LV reflected in procurement decisions. x Partnerships and information sharing between Procurement & Contracts and the rest of the University are effectively supported. x Procurement discussions and deliberations are well informed, and the Board has actively and transparently engaged with stakeholders when approving the appropriate procurement methodology. x Key recommendations and decisions of the Board are well understood, socialised, and communicated to relevant stakeholders across the University.
<p>Authorisation Responsibilities</p>	<p>The Board has the authority to:</p> <ul style="list-style-type: none"> x Assess, approve, or decline all procurement plans and requests to undertake a tender or purchase with a TCO contract value > \$250,000. x Assess, approve, or decline the Recommendation to Award Contract associated with any contracting activity that would result in a TCO contract value >\$250,000. x Review and assess contract performance on an annual basis for commercial contracts of TCO contract value > \$1m. x Assess, approve, or decline any request to conduct sole-source, direct negotiations with a supplier where the Procurement Policy requires a competitive procurement process (i.e.,TCO value >\$100k). x Assess, approve or decline recommendations to cancel any active open competitive tender. x Assess and advise on any procurement or contract related matter the Strategic Sourcing Manager has deemed necessary and appropriate to escalate to PCGB. x Assess, approve, or decline any exemption request or FK D Q J H W R 0 D V V H \ ¶ V 7 L H U D Q G 7 L panel and associated standing agreements. x Assess, approve, or decline any appointment of a Probity Auditor or Advisor to a specific procurement process/project. x Assess and advise on D Q \ P D W H U L D O F K D Q J H existing Procurement Policy, Contract Management Policy, and over-arching Procurement Strategy. x Approve appointments of Tier 1 and Tier 2 contractor panel managers x Assess, approve, or decline any exemption request or FK D Q J H W R 0 D V V H \ ¶ V 7 L H U D Q G 7 L panel and associated standing agreements
<p>Membership</p>	<p>Composition and Appointment</p>

- x Membership of the Board represents a broad base of University stakeholders, including representatives from the SLT, Colleges and Professional Services.
 - o Vice Chancellor - Chair
 - o DVC, University Services
 - o Chief Financial Officer
 - o Director Governance and Assurance
 - o College PVC Representative (s)
 - o Strategic Sourcing Manager (in attendance, non-voting)
 - o Secretary (in attendance, non-voting)
- x As required, other specialist stakeholders may be in attendance to provide rationale on matters relating to Board report submissions.
- x The Chair has the authority to delegate functions and responsibilities. Where required, the Chair will appoint a Deputy Chair, who will preside over the Board meetings in WKH & KDLU ¶ V DE VH QFH
- x The Chair may invite Subject Matter Experts (SMEs) or advisors with related technical expertise, as appropriate, to provide independent and expert advice to the Board. SMEs and independent advisors do not have voting rights. They may be Massey staff members or consultants.
- x

	contracting policies before they are submitted for SLT approval. All such assessments shall be properly documented in the meeting minutes.
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Approval of Terms of Reference

CHAIR ±Jan Thomas, Vice Chancellor

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Signature

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Date