

Committee: Procurement Committee Pact
Approved: January 14, 2121



PURPOSE

The Lakeview Academy Procurement Committee is a Lakeview Academy Board Committee created to assist the Board in the effective discharge of its governance and oversight responsibilities relating to the delivery of procurement decisions of Lakeview Academy.

The Committee is responsible for high level oversight and monitoring of the procurement processes and procedures operating Lakeview Academy to ensure compliance with Lakeview Academy policy and Utah State Procurement Code.

This document sets out the role and responsibilities delegated by the Board to the Committee and the Committee's membership and structure.

KEY RESPONSIBILITIES

The Committee will review, oversee and provide recommendations the Board on procurement matters.

The Committee is also to consider, evaluate and report (as required) on any matters specifically referred to the Committee by the Board.

MEMBERSHIP

The Committee will be structured so that it:

- Is comprised of at least three members with one-year terms:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

MEETINGS

Committee meetings will be convened as needed to evaluate procurement needs.

The quorum of the meeting will be half (rounded up the nearest whole number) of the appointed Members of the Committee.

CAPABLE. CONFIDENT. CONTRIBUTING.

References: 63G-6a-101 Utah Procurement Code
Amended:
Reviewed:

In the absence of the Chair or appointed delegate, the Committee may elect a Member present to chair the meeting.

The committee may elect to conduct meetings by telephone, or videoconference provided that all Committee Members involved in the meeting are able to participate in discussion.

Minutes and Actions are to be prepared within a reasonable time following each Committee meeting. Following review by the Chair, the Minutes are submitted to bot@lakeview-academy.com.

CONFLICT OF INTEREST

Committee members must:

- Disclose to the committee any actual or potential conflict of interest which may exist as soon as they become aware of the issue.
- Sign a conflict-of-interest form
 - Professional relations are acceptable – Personal relationships are not

SCOPE, ACCESS, AND AUTHORITY

The Committee is authorized to investigate any matter within the scope of its delegated responsibilities and make appropriate recommendations to the Board.

The Committee will evaluate RFP's as needed according to Utah State Code.

- Absolutely NO discussion about the vendors and their proposals with anyone outside the evaluation team, not even the vendor names
- Absolutely NO outside material may be used for scoring e.g., yelp reviews, online searches, past performance...UNLESS those items were specifically identified as criteria in the RFP.
- Proposal MUST be evaluated SOLELY on the criteria listed within the RFP
- Preliminary draft scores are done independently and given to the CHIAR prior to final scoring

Except as specifically stated in this Pact or by the Board, the Committee has limited delegated authority and exists predominately to provide recommendations to the Board on issues within the purview of the Committee.

REPORTING

The Committee Chair submits minutes and actions within a reasonable time following each Committee meeting. Minutes are submitted to bot@lakeview-academy.com.

The Committee will prepare and submit to the Board any additional reports as appropriate following the completion of each RFP evaluation at bot@lakeview-academy.com.

CAPABLE. CONFIDENT. CONTRIBUTING.

References: 63G-6a-101 Utah Procurement Code

Amended:

Reviewed:

Through the above protocols, all matters relevant to the Committee's role and responsibilities will be reported to the Board.

CERTIFICATION

The Undersigned officers and or directors of Lakeview Academy certify that this Procurement Committee Pact was duly adopted as of January 14, 2021 and replaces all previous approved Procurement Committee Pacts.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

CAPABLE. CONFIDENT. CONTRIBUTING.

References: 63G-6a-101 Utah Procurement Code

Amended:

Reviewed: