

## **Procurement Sub-Committee**

### **Terms of Reference**

#### **1. PURPOSE**

To review policies, procedures and processes regarding city procurement in two phases, as related firstly to the construction industry as a whole, with input and consideration from members of the construction industry, and secondly, to purchasing issues related to the provision of goods and services to the City.

#### **2. MANDATE**

The mandate of the Purchasing Sub-Committee shall be to:

- (a) review the existing Purchasing Policy and processes and recommend changes as necessary;
- (b) establish when and how a Fairness Commissioner would be used; and
- (c) hear delegations on the procurement process to consider amendments to the current process;
- (d) To review the budget and process for the purchasing of furniture for City of Hamilton facilities

#### **3. MEMBERSHIP**

The Purchasing Sub-Committee shall be composed of the following:

- (a) four Elected Officials; and
- (b) three industry representatives with one representative from the OGCA, one representative from the HHCA and one representative from the architectural association (voting members). The membership shall be amended as required, to include representation from providers of goods and services to the City, as appropriate.

#### **4. FUNDING**

The Clerk's Division shall provide for the administrative costs of operating the Purchasing Sub-Committee, meetings and clerical support.

#### **5. MEETINGS**

- a) The Purchasing Sub-Committee shall meet as necessary.
- b) The meetings will be scheduled at the call of the Chair.

#### **6. MINUTES AND AGENDAS**

- a) Clerk's Department staff will be responsible for the preparation of the meeting agendas and minutes.