

**Terms of Reference
for the Procurement Business Committee for
Procurement Improvements**

Background:

In April 2016, the Procurement Advisory Panel made recommendations about ways to make it simpler to sell goods and services to the Yukon government. These recommendations informed a framework to improve goods and services procurement in Yukon government. The framework has been an evolving document with continued input and suggestions from subject matter experts.

The framework is intended to provide structure and offer guidance on procurement improvement objectives, and chart a course with milestones for fulfilling these objectives, with direction from guiding principles, government priorities, and recommendations set out in the Procurement Advisory Panel's report. The procurement improvement framework was approved by the Cabinet Committee on Priorities and Planning on April 20, 2018.

In order to successfully implement procurement improvements, Highways and Public Works requires expertise from stakeholders in procurement. Accordingly, we are establishing a Procurement Business Committee to provide input to implement the framework for improvement initiatives and link them to the objectives of elected officials.

The creation of and this terms of reference for the Procurement Business Committee was approved by the Cabinet Committee on Priorities and Planning on April 20, 2018.

Procurement Business Committee

Terms of Reference

Roles and Responsibilities:

- a) Reviewing improvement initiatives identified in the improvement framework and providing input on an action plan for implementing them.
- b) Reviewing other procurement initiatives and providing input as needed and requested by YG.
- c) Reviewing documents in advance of Procurement Business Committee meetings.

- d) Considering Yukon government's national and international trade agreement obligations when reviewing improvement initiatives.
- e) Reporting to the Deputy Minister's Sub Committee on Procurement.
- f) Providing input to the Deputy Minister's Sub Committee on Procurement to inform their regular meetings.
- g) Providing input into a communications strategy for reporting/releasing a comprehensive action plan describing the full array of procurement improvements.
- h) Representing their respective organizations and keeping their respective organizations informed of progress.

Scope: The Procurement Business Committee is not a decision making body, but will provide ongoing input to the Deputy Minister's Sub Committee on Procurement. This will inform recommendations to develop and implement procurement improvement actions. The Procurement Business Committee will be given draft documents and other materials to assist in providing advice to Highways and Public Works.

Governance: The Procurement Business Committee will use a consensus-based approach when developing advice to give to the Deputy Minister's Sub Committee on Procurement. It is recognized that the group represents a diversity of perspectives and that, on occasion, its advice will not be unanimously endorsed by all members.

Accountability: Following meetings, the Procurement Business Committee will submit a written summary of input to the Deputy Minister's Sub Committee on Procurement. Each member shall represent their respective organization/department and keep their respective organization/department informed on improvement progress.

Meetings: The Procurement Business Committee will meet quarterly. The meetings are closed to the public. Food and refreshments will be provided. Conference calls and/or webinars will be arranged for members who cannot attend in person. Highways and Public Works, Procurement Improvement Team will provide administrative support.

Membership: The Group will be made up of a mix of internal and external stakeholders with businesses perspectives and expertise in procurement. The stakeholders will reflect a diverse range of business interests (for example, business size, gender, sector).

The Procurement Business Committee is composed as follows:

- (i) Deputy Minister, Highways and Public Works, chair.
- (ii) Industry associations and Yukon First Nation development corporations (7-10), including:
 - o Yukon First Nations Chamber of Commerce
 - o Yukon Chamber of Commerce
 - o Whitehorse Chamber of Commerce
 - o Dawson Chamber of Commerce
 - o Watson Lake Chamber of Commerce
 - o Yukon First Nation development corporations (minimum of 3)Yukon Contractors Association
 - o Association of Consulting Engineers of Canada – Yukon
- (iii)Yukon government procurement representatives (2-3) - (Project Lead of Procurement Improvement Team and 1-2 representatives from YG departments).

The Chair reserves the right to add another representative if necessary to increase the diversity of the group. The member will represent a recognized group of businesses.

Vacancies: to be filled at the discretion of the chair.

Observers: Director, PS Centre, and Policy Advisor, Procurement Improvement Team

Membership Term: effective upon selection to December 1, 2019.

Procurement Business Committee Term: until December 1, 2019, unless extended with approval of Cabinet Committee on Priorities and Planning.

Terms of Reference to be reviewed: after December 1, 2019 if necessary.