



Procurement and Small Business Development Task Force of the Port Commission of the Port of Houston Authority

Charter

September 2016

A. Purpose and Authority

The Procurement and Small Business Development Task Force is established by the Port Commission of the Port of Houston Authority (Port Authority) for the primary purpose of reviewing and providing advice regarding the Port Authority's procurement and small business development policies and procedures.

Consistent with this function, the Procurement and Small Business Development Task Force encourages continuous improvement of, and fosters adherence to, the Port Authority's policies and procedures at all levels. In addition, the Procurement and Small Business Development Task Force will support the missions of the Port of Houston Authority and the Procurement and Small Business Development programs, which are as follows:

Mission Statements

Port of Houston Authority

To move the world and drive regional prosperity.

Procurement

Procurement Services strives to provide a world-class supply management function in support of the Port Authority's mission, by creating value through strategic sourcing, efficient processes, and promotion of ethical, transparent, and sustainable procurement principles.

Small Business Development Program

To promote economic development, increase small business opportunities, and foster maritime education and workforce development.

The Procurement and Small Business Development Task Force also provides for open communication among the senior management and the Port Commission.

The Procurement and Small Business Development Task Force has the authority to initiate investigations into any matters within its scope of responsibility and obtain advice and assistance from outside legal or other advisors, as necessary, to perform its duties and responsibilities.

In carrying out its duties and responsibilities, the Procurement and Small Business Development Task Force shall also have the authority to meet with and seek any information it requires from employees, officers, Port Commissioners, or external parties.

The Port Commission may provide appropriate funding, as requested by the Procurement and Small Business Development Task Force, for compensation to any advisers that the Procurement and Small Business Development Task Force chooses to engage, and for payment of ordinary administrative expenses of Procurement and Small Business Development Task Force that are necessary or appropriate in carrying out its duties.

The Procurement and Small Business Development Task Force will primarily fulfill its responsibilities by carrying out the activities enumerated in Section C of this charter.

B. Composition and Meetings

The Procurement and Small Business Development Task Force will be comprised of three Port Commissioners, as determined by the Port Commission or the Chairman of the Port Commission.

Unless a chairperson is selected by the Port Commission or the Chairman of the Port Commission, the members of the Task Force may designate a chairperson by majority vote.

The Task Force will meet periodically as circumstances dictate. The Task Force chairperson will approve the agenda for the Task Force's meetings and any member may request items for inclusion on the agenda.

As part of its responsibility to foster open communication, the Task Force may meet periodically with employees and legal counsel in separate executive sessions as permitted by the Texas Open Meetings Act.

C. Responsibilities and Duties

To fulfill its responsibilities and duties, the Procurement and Small Business Development Task Force may:

Procurement Policies and Procedures

1. Review and advise regarding the Port Authority's policies and procedures relating to procurement matters and ensure that the Port Authority's policies and procedures relating to procurement matters are consistent with the Port Authority's mission and its other policies and objectives.
2. Review procurement trends and best practices for their applicability to the Port Authority.
3. Advise the Port Commission of current best practices in procurement activities.
4. Consistent with the Texas Open Meetings Act, consult with and support the Governance Task Force to periodically review and recommend to the Port Commission revisions to the Port Authority's policies and procedures regarding procurement matters.
5. Consistent with the Texas Open Meetings Act, consult with and support any other Port Commission Task Force in preparing of policies and procedures relating to procurement activities.
6. Consistent with the foregoing, take such other actions as it deems necessary to encourage continuous improvement of, and foster adherence to, the Port Authority's procurement policies and procedures at all levels.

Small Business Development Policies and Procedures

7. Review and advise regarding the Port Authority's policies and procedures relating to small business development matters and ensure that the policies and procedures relating to small business development matters are consistent with the Port Authority's overall mission and its other policies and objectives.
8. Review small business development trends and best practices for their applicability to the Port Authority.
9. Advise the Port Commission of current best practices in procurement and small business development.
10. Consistent with the Texas Open Meetings Act, consult with and support the Governance Task Force to periodically review and recommend to the Port Commission revisions to the Port Authority's policies and procedures regarding the Port Authority's small business development activities.

11. Consistent with the Texas Open Meetings Act, consult with and support any other Port Commission Task Force in preparing of policies and procedures relating to small business activities.

12. Consistent with the foregoing, take such other actions as it deems necessary to encourage continuous improvement of, and foster adherence to, the Port Authority's small business policies and procedures at all levels.

Port Commission Meetings and Information

13. Review and advise regarding the detail and appropriate timing for distribution of Port Commission materials regarding procurement and small business development agenda items to allow the Port Commission adequate time to review materials and prepare for meetings.

14. Review and advise regarding other Port Commission briefing materials and educational initiatives that relate to procurement and small business development matters.

Compliance

15. Periodically review any significant issues and/or activities that could have a significant impact on the Port Authority's procurement and small business development activities.

16. Obtain regular updates from management and counsel regarding other procurement and small business development matters.

Reporting

17. Report regularly to the Port Commission regarding the execution of the Procurement and Small Business Development Task Force's duties and responsibilities, activities, any issues encountered and related recommendations.

Other Responsibilities

18. Conduct an assessment of this charter and the Procurement and Small Business Development Task Force's purpose, duties, and responsibilities hereunder every two years, and recommend to the Port Commission any changes or amendments.

19. Perform any other activities consistent with governing laws that the Port Commission or Procurement and Small Business Development Task Force determines are necessary or appropriate.