

Okinawa Institute of Science and Technology School Corporation
Contract Review Committee Operating Guideline

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Okinawa Institute of Science and Technology School Corporation
Contract Review Committee Operating Guideline

(November 22, 2011)

Approved by the Vice-President for Finance and Administration

These Guidelines prescribe necessary matters pursuant to the “Okinawa Institute of Science and Technology School Corporation Detailed Stipulations for the Contract Review Committee.”

1. Committee Meetings

1-1 Convocation of Committee Meetings

- (1) Committee meetings may not be convened unless more than half of the Committee members are in attendance.
- (2) The proceedings of Committee meetings shall be determined by a majority of the Committee members in attendance. When there is a tie vote, the Chairperson shall make the determination.
- (3) When there are urgent, unavoidable circumstances and a Committee meeting cannot be held, the Chairperson may substitute a Committee meeting with a documentary review by Committee members.

1-2 Reports to Committee Meetings

- (1) Reports to Committee meetings shall be made by submitting the following lists which tabulate the contracts concluded by the Okinawa Institute of Science and Technology School Corporation in a fixed period of time.
 - a. Overview table by bid and contract method (attached form 1)
 - b. Individual tables by bid and contract method (attached form 2)
- (2) The items listed as follows shall, as a general rule, be excluded from being the subject of the above noted reports.
 - a. In the case of construction or manufacture, the estimated cost does not exceed 2.5 million yen
 - b. In the case of the purchase of goods, etc., the estimated cost does not exceed 1.6 million yen
 - c. In the case of leasing property, the annual estimated rent or the total amount does not exceed 800,000 yen
 - d. In the case of the provision of contracted work / services, the estimated cost does

not exceed 1 million yen

e. Income producing contracts

1-3 Sampling

- (1) The Committee may delegate the administrative work relating to the sampling of projects which will be the subject of deliberations of the Committee to a member (hereafter referred to as the "Duty Member") designated in advance.
- (2) The sampling shall be undertaken, as a general rule, from the list of a and b by bid and contract method in advance of the Committee meeting by the Duty Member and the Duty Member shall report on the results of that sampling in the Committee meeting.
- (3) The explanation relating to the sampled projects shall be undertaken by having the person in charge, etc. of the related department in charge of the conclusion of the relevant contract provide materials which set forth the following matters for each bid and contract method.
 - a. In the case of general competitive bidding (lowest price contract award method, overall greatest value method of bidding)
 - i. Contract name
 - ii. Outline of contract
 - iii. Explanation of tender participation qualification and how the qualification was established
 - iv. In the case a business operator was excluded due to the tender participation qualification of iii, the reason for exclusion
 - v. Number of participating business operators
 - vi. Explanation of bid particulars and that result
 - vii. Name of contracting business operator
 - viii. Contract amount
 - ix. Other
 - b. In the case of a negotiated contract (including qualified bidder identification / competitive bidding)
 - i. Contract name
 - ii. Outline of contract
 - iii. Reason for making a negotiated contract
 - iv. Number of participating business operators (in the case of qualified bidder identification / competitive bidding)
 - v. Explanation of competitive bidding particulars and that result (in the case of qualified bidder identification / competitive bidding)

- vi. Name of contracting business operator
- vii. Contract amount
- viii. Other

1-4 Presentation of Opinion

When the Committee deems that there are inappropriate points or points which should be improved in respect to the reasons and particulars relating to considered contracts or the details of reports, the Committee will make the necessary presentation of its opinion to the President.

2. Preparation and Publication of Minutes

Minutes relating to the Committee meeting shall be promptly prepared and published following the conclusion of the meeting.

3. Exclusion of Committee Member

A Committee member may not participate in proceedings in which he or she has a vested interest.

4. Report Format

The format of reports in Committee meetings shall be based on the separately noted format.

5. Application

These Guidelines shall be applicable from November 22, 2011.