

Okinawa Institute of Science and Technology School Corporation  
**Detailed Stipulations for the Contract Review Committee**

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Okinawa Institute of Science and Technology School Corporation  
**Detailed Stipulations for the Contract Review Committee**

(November 22, 2011)

Approved by the Vice President for Administrative Compliance

(October 10, 2018)

Revised by the Chief Operating Officer

(December 25, 2020)

Revised by the Chief Operating Officer and  
the Vice President for Financial Management

(Purpose and Establishment)

**Article 1**

The Contract Review Committee (hereinafter referred to as the “Committee”) comprised of outside learned experts shall be established in the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as the “Corporation”) to further optimize monitoring and assessment in respect to tenders and contracts regarding construction works, manufacturing, purchasing assets and services, etc.

(Duties)

**Article 2**

1. The Committee shall investigate and discuss the following items regarding the open competitive bidding (including the overall greatest value method) and the negotiated contracts.
  - (1) Whether the appropriate procedures have been applied to the contracts implemented by the Corporation regarding the open competitive bidding, public offering and proposal competition, etc.
  - (2) Whether the competitiveness and transparency have been ensured in the contracts implemented by the Corporation regarding the open competitive bidding, public offering and proposal competition, etc.
  - (3) Other matters that the Committee considers being necessary.
2. 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 Vice President for Financial Management (hereinafter referred to as “VPFM”).

(Organization)

### **Article 3**

1. The Committee shall consist of a chairperson and not more than seven [ 7 ] members.
2. The chairperson shall be elected by and from among the members of the Committee.
3. In case, unavoidable circumstances prevent the chairperson to perform his/her duties, a committee member whom the chairperson has appointed beforehand shall perform his/her duties in his/her place.
4. Committee members shall include the individuals appointed by the VPFM from those with excellent knowledge of contract and related expertise.
5. The Auditors may attend the Committee as observers.

(Term)

### **Article 4**

The term of the members shall be two [2] years with the provision that the term of replacement members shall be the remaining term of the predecessor.

(Holding of the Committee Meetings)

### **Article 5**

1. The Chairperson shall call the meeting at half-year intervals as required.
2. Committee meetings may not be convened unless more than half of the Committee members are in attendance.
3. 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.
4. 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.
5. A Committee member may not participate in proceedings in which he or she has a vested interest.

(Reports to Committee Meetings)

### **Article 6**

1. Reports to Committee meetings shall be made by submitting the lists which tabulate the contracts concluded by the Corporation in a fixed period of time.
2. The items with target price valued less than 5.0 million JPY and income producing contracts shall, as a general rule, be excluded from being the subject of the above noted reports.

(Sampling)

**Article 7**

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 in the supplementary table for each bid and contract method.

(Preparation and Publication of Minutes)

**Article 8**

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

(Honorarium, etc.)

**Article 9**

The Corporation can pay an honorarium and travel expenses for the Committee members as stipulated separately.

(Administration)

**Article 10**

The secretariat of the Committee shall be established in the Procurement Section in the Corporation.

(Others)

**Article 11**

Other matters necessary for the operation of the Committee in addition to the above shall be proposed to the Committee from the chairperson and determined in the Committee.

**Supplementary Provisions**

These Detailed Stipulations shall come into effect from November 22, 2011.

**Supplementary Provisions**

These Detailed Stipulations shall come into effect from October 10, 2018.

**Supplementary Provisions**

These Detailed Stipulations shall come into effect from April 1, 2021.

Supplementary Table

- a. In the case of an open 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 bidder was excluded due to the tender participation qualification of iii, the reason for exclusion
  - v. Number of participating bidder
  - vi. Explanation of bid particulars and that result
  - vii. Name of contracting bidder
  - viii. Contract amount
  - ix. Other
  
- b. In the case of a negotiated contract (including public offering / proposal competition)
  - i. Contract name
  - ii. Outline of contract
  - iii. Reason for making a negotiated contract
  - iv. Number of participating bidder (in the case of a public offering / proposal competition)
  - v. Explanation of competition particulars and that result (in the case of a public offering / proposal competition)
  - vi. Name of contracting bidder
  - vii. Contract amount
  - viii. Other