Team Charter for

**(title of procurement)**

**GENERAL DESCRIPTION**

This purpose of this Team is to conduct a procurement, and establish a new contract for **(type of goods/services)**, for use by **(insert type of agencies)** and certain other eligible entities.

**OBJECTIVES AND EXPECTED RESULTS**

* Objective 1: develop an action plan, evolving weekly, with assigned responsibilities for specific tasks.
* Objective 2: involve the users of the contract in developing an effective RFR document and meaningful evaluation criteria.
* Objective 3: conduct a procurement for **(type of services/goods provided)** in accordance with the Seven Steps of Strategic Sourcing.
* Objective 4: improve contract structure for ease of use and best value.
* Objective 5: enhance contract features wherever possible.
* Objective 6: imbed additional value to users within the contract, and increase usage of the contract by eligible entities.
* Objective 7: hit targeted milestone dates, in particular a **(insert date)** deadline for formulation of the RFR and **(insert date)** for implementation of the new contract.

**TEAM COMPOSITION AND CHARACTERISTICS**

The team will consist of a Sourcing Lead and representatives of agencies or organizations who purchase **(list goods or services offered)**. Team members may be new to statewide contracts, or may be representing agencies that rely on the current contract. All members will possess (or have direct access to) category expertise. Team members will be led by **(insert name of Sourcing Lead and other team members below)**.

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| **Team Member Name** | **Role on the Team** | **Expertise/ Skillsets** |
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**CHARACTERISTICS**

* Willing to deal with the "big picture" perspective.
* Willing to acquire new knowledge.
* Willing and able to work as a member of a team. Will assume responsibility to assist in various tasks, such as research, document drafting and reviewing and evaluating bid responses.
* Willing to listen to and accept other opinions.
* Will devote time to team and meetings.
* Significant and current experience within one or more categories.
* Committed to represent their department/agency and act as the subject matter expert on the ensuing contract for their department/agency.

**BOUNDARIES**

* Activities are guided by the project plan, the Seven Steps of Strategic Sourcing, and the direction proposed by the team lead.
* Process boundaries are to be determined by the need to achieve objectives.
* Members must pledge confidentiality and impartiality relating to the content and process of the procurement.

**TIMELINE**

* A high level timeline of the procurement process is to be developed as part of the Team Charter.
* Each team member’s role in the procurement process and key milestones is clearly outlined.

**OUR COMMITMENT TO YOU**

Team members will have the opportunity to network and establish professional relationships with colleagues from public entities throughout the Commonwealth.

Team members will gain insight into strategic sourcing methodology and advanced procurement practices.

Team members will receive support and appreciation from the Sourcing Lead and the **(Leadership Team name)**.

Team members will sign this charter to show their commitment to the procurement process.

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| **Team Member Name** | **Signature** | **Date** |
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