

**BOARD OF DIRECTORS  
of the  
SURPLUS LINES STAMPING OFFICE OF TEXAS**

**BIDDING AND PROCUREMENT COMMITTEE  
CHARTER**

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**AUTHORITY**

1. The Bidding and Procurement Committee ("Committee") is an ad hoc committee of the Board of Directors of the Surplus Lines Stamping Office of Texas ("Board") established under Section 2 (c)(9)(A) of the Surplus Lines Stamping Office of Texas - Plan of Operation and shall be appointed and exist as needed. The purpose of the Committee is to develop a Procurement Policy for the Surplus Lines Stamping Office of Texas (the "Stamping Office") and to oversee the procurement of vendor services and products for the Stamping Office as the need arises through a competitive bidding process.

**MEMBERSHIP**

1. The chair of the Board will appoint three (3) members of the Board to serve as members of the Committee as needed, each to serve the shorter of a term of one year or until such time as the Committee accomplishes the specific procurement related goal delegated to the Committee. Upon the Committee's completion of its specific goal, the chair of the Board may dissolve the committee.
2. The chair of the Board will serve as an ex officio member of the Committee.
3. The chair of the Board may appoint the Chair of the Committee and may fill vacancies on the Committee. The chair of the Board may remove a Committee member at any time, with or without cause.

**OPERATIONS**

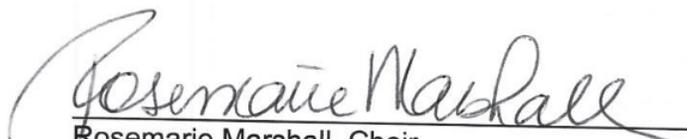
1. The Committee will meet with such frequency as it may determine necessary. The Chair of the Committee will preside over Committee meetings. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present.
2. The Committee is subject to and shall publish notice of its meetings as required by Chapter 551 of the Texas Government Code (Texas Open Meetings Act) and shall also be subject to Chapter 552 of the Texas Government Code (Texas Public Information Act).
3. The Committee will keep minutes of its meetings and will report its activities to the Board on a regular basis at the Board meeting immediately following the Committee meeting.

4. The Committee may invite any director, officer, employee, outside advisor or other individual who is not a Committee member to attend Committee meetings or meet with Committee members, but such persons will not have voting power and will not serve as Committee members.
5. The Board shall review this charter annually and vote to submit proposed changes to the Deputy Commissioner of the Financial Regulation Division of the Texas Department of Insurance or the Deputy Commissioner's designee in accordance with Section 2 (c)(11) of the Surplus Lines Stamping Office of Texas - Plan of Operation.

### RESPONSIBILITIES

1. Develop and recommend to the Board a procurement policy for the Stamping Office which will incorporate appropriate competitive bidding procedures and best practices as summarized in the State of Texas Procurement and Contract Management Guide in accordance with Section 2 (b)(8) of the Surplus Lines Stamping Office of Texas - Plan of Operation;
2. Develop and recommend to the Board, as necessary, revisions or amendments to the Stamping Office procurement policy; and
3. Develop and recommend to the Board, as necessary, Request for Proposals or other plans for the engagement and/or procurement of specific vendor services or products needed for the continued operation of the Stamping Office.

Adopted by the Board of Directors of the Surplus Lines Stamping Office of Texas on December 10, 2020.

  
Rosemarie Marshall, Chair  
Board of Directors  
Surplus Lines Stamping Office of Texas