

FINANCIAL SUSTAINABILITY COMMITTEE (FSC)

ROLES & RESPONSIBILITIES

Establishing roles and responsibilities brings clarity, efficiency, and accountability to FSC process.

	User	PCM Officer	FBP Officer
Role	Conduct review for recurring requirements exceeding \$1 million to ensure that the requirements, contractual commitment and procurement approach are reasonable and sustainable in the long term.	Support users in their contract reviews to achieve cost optimisation via smart procurement and contracting strategies.	Support users in their contract reviews to ensure cost reasonableness & cost driver are identified appropriately.
Key Responsibilities	<p>Work with PCM and FBP to prepare & table the contract review before seeking AOR approval:</p> <ol style="list-style-type: none"> 1. Identify the cost drivers to assess necessity and reduce the recurring costs. 2. Support recommendations and decisions with data / contract utilisation trend where applicable. 3. Consider the 6 areas in the review: <ol style="list-style-type: none"> (i) Conduct market sensing (ii) Consider scope for improvement to the contract (iii) Review whether KPIs can be reduced/ simplified (iv) Consider if existing requirements are still necessary (v) Consider if innovative contracting can be applied (vi) Pool resources and requirements for common needs 	<ol style="list-style-type: none"> 1. Assist user in assessing suitability of contract to be tabled at FSC. 2. Work with user to cover the following in the contract review: <ol style="list-style-type: none"> (i) Insights on past orders & payment data (ii) Review of requirement and improvements to achieve better value (iii) Review of procurement/ contracting strategies (iv) Alternate views which are disagreed by user but deemed necessary by PCM for FSC's awareness 3. Support user for item to be tabled at FSC, e.g. provide template to guide users and sit in during FSC to support user on FSC's queries 	<p>Work with users to ensure the following are incorporated or/and documented clearly in the contract review:</p> <ol style="list-style-type: none"> 1. Existing award cost and reasons for the increase or decrease against current requirement 2. Basis of assumption used with clear breakdown of cost components while ensuring reasonableness and completeness of estimated cost 3. Alternative solutions are discussed and reasoning for not choosing these options are documented down, such as conducting a Cost Benefit Analysis. 4. Suggest KPI (if any) to track or review current KPI (to see if still relevant) 5. Benefits to the Board/ members/ staff