

APPENDIX K
ADAMS COUNTY PURCHASING
EVALUATION COMMITTEE CONFIDENTIALITY & DISCLOSURE STATEMENT

A person who serves on this Evaluation Committee shall sign this statement before reviewing proposals confirming that he/she has no conflict of interest, real or apparent, in this solicitation and will have no contact with any representative of a competing vendor *related to this solicitation* without the authorization and participation of Adams County Purchasing.

Project Name: _____ RFP#: _____

Evaluator Name: _____ Dept.: _____

In order to protect the integrity of a formal procurement process and obtain the best value for the County, each member of the Evaluation Committee shall follow these guidelines:

1. Each member of the Evaluation Committee shall fully understand the objective of the RFP and be familiar with the requirements and specifications contained in the RFP documents.
2. Evaluation criteria and methods have been established. Proposals shall be evaluated **only** on these criteria.
3. Each member of the Evaluation Committee fully understands that the evaluation process may possibly involve knowledge of proprietary and confidential commercial or financial information, and agrees to not disclose any information gained during the course of their service on the Committee to any person other than County employees who may have a need for such information during the normal course of County business.
4. Each member of the Evaluation Committee fully understands their responsibility not to disclose the identity or number of Offerors, or the names of any person on the evaluation committee to persons not directly engaged in the evaluation process, except as specifically approved by Purchasing. Questions pertaining to the evaluation will be referred to Purchasing.
5. Each member of the Evaluation Committee agrees that, during the evaluation, they do not have and shall not acquire any financial interest or otherwise, direct or indirect, in any Offeror or direct competitor that would conflict in any manner or degree with evaluation duties. The same restrictions and disclosure requirements apply to the Committee Member's immediate family (spouse or children) and other family members in the Member's household (publicly traded shares in stock that are selected and administered by a third person, such as a mutual fund or retirement plan are exclude from this restriction.) Otherwise, the nature and extent of such financial interests must be disclosed by the Member to Purchasing and the Project Manager for evaluation of significance.
6. A Purchasing or County Attorney representative will facilitate and be present at all negotiation meetings.
7. Any revisions to the RFP shall be made only through the Purchasing Division. Notification of award shall only be made by the Purchasing Division to the selected firm or individual.
8. The Evaluation Committee shall seek consensus on an award when possible. Any recommendation for award must be justified and documented.
9. Any situation which may arise during the Member's service on this committee that may present a conflict of interest, or that might otherwise create the appearance of a conflict or other impropriety, must be brought to the attention of Purchasing or the project leader immediately.

I hereby certify that, to the best of my knowledge, I do not have a conflict of interest as a result of any financial or other interest on my part or that of any member of my immediate family in relation to any contract under consideration by this Committee, nor will I solicit or accept gratuities, favors, or anything of monetary value from any organization associated with this selection, and that I will abide by the above guidelines.

Signature

Date