

County of San Bernardino Purchasing Department

Request for Proposal (RFP) Evaluator Statement of Conflict of Interest and Confidentiality

Your role as a Request for Proposal (RFP) evaluator necessitates that you fully understand all policies in regards to the conflict of interest and the confidentiality requirements of the proposals to be evaluated. The Purchasing Department requires that each individual being appointed as an evaluator give consent to understanding the requirements of confidentiality and conflict of interests within the position.

Confidentiality

County policy compels the Purchasing Department to ensure that the competitive solicitation process operates in a fair and reasonable manner. As an appointed evaluator, you will have access to information that generally is not available to the public. In your role as an evaluator, you will be held accountable to a high level of ethical responsibilities. Your appointment as an evaluator will require you to be exposed to information that is solely for evaluation purposes and discussion between fellow evaluators. At no time will you be permitted to discuss the evaluation, scoring or status of the solicitation process with outside individuals or entities unless directed to do so by the Purchasing Department or as part of a litigation process. As an evaluator you are not permitted to use the information obtained during the evaluation for personal benefit of any kind nor copy and disseminate information prior to, during or after the solicitation process.

Confidentiality of Evaluator Information

The Purchasing Department will make every effort to ensure that evaluator's names are kept confidential to the fullest extent allowed by law. It is the intention of the Purchasing Department not to disclose the names of evaluators who participate in the solicitation process. However, certain circumstances, such as an appeal of the RFP, may legally require the Purchasing Department to disclose some or all of the information regarding the solicitation process including evaluator names and evaluation materials to outside entities. All appointed evaluators are required to maintain legible and reasonable final notes during the evaluation in order to support all evaluation decisions should the integrity of the solicitation process come into question.

Conflict of Interest

A conflict of interest may occur in the solicitation process if you are directly or indirectly involved with any person, organization, or entity, which has submitted a proposal for consideration by the evaluation panel to which you are appointed. The existence or the appearance of a conflict of interest can jeopardize the entire solicitation process. Conflicts of interest can arise from all types of associations and relationships, including but not limited to, personal, financial and business relationships. It is important that proper consideration be taken before engaging in the solicitation process. Any type of acceptance of a benefit, such as a gift from a proposer, during the solicitation process can be construed as a conflict of interest and is not permissible under any circumstances. You are required to immediately notify the Purchasing Department of any current actual or potential conflicts of interest. If you become aware at any time during the solicitation process that an actual or potential conflict of interest exists you must notify the Purchasing Department immediately. You will be disqualified as an evaluator and may face potential disciplinary action if during the solicitation process you conduct yourself in a manner that projects the appearance of an unfair advantage or bias to a proposer, agent or contractor whether through direct or indirect associations and relationships.

Evaluator Statement of Conflict of Interest and Confidentiality

Evaluator Name _____

RFP # _____

I agree to perform the evaluation under the policies and procedures as required by the Purchasing Department and the County of San Bernardino. Further, I consent and commit to the following stipulations for the solicitation process:

1. I have read and understand the Request for Proposal Evaluator Statement of Conflict of Interest and Confidentiality.
2. I only have a professional interest in the solicitation process of the RFP. I understand my recommendation will lead to a selection of the vendor that is most beneficial and cost effective to the County of San Bernardino.
3. I will not acquire during the solicitation process any financial interests, either direct or indirect from any vendor that would cause a conflict of interest in the solicitation process.
4. I will disclose all personal, financial and professional relationships regarding this evaluation and I acknowledge that I can be disqualified as an evaluator because of these relationships. I will use the attached Evaluator Conflict of Interest Disclosure Form to notify the Purchasing Department of these relationships. I further certify that I will immediately notify the Purchasing Department should I become aware during the solicitation process of any relationships, which could cause an actual or potential conflict of interest. I understand that my failure to disclose any actual or potential conflicts of interest can lead to disciplinary action.
5. I am aware I will be exposed to sensitive information that may not be publicly available. I agree not to disclose any information I obtain during the solicitation process with any outside individuals or entities unless directed to do so by the Purchasing Department or as part of a litigation process. I understand that all information obtained is for evaluation purposes only.
6. I am aware the Purchasing Department may be legally obligated to disclose my name and evaluation to outside entities. I agree to keep legible and reasonable final notes during the solicitation process
7. I will act in good faith and conduct myself in a professional manner.

Evaluator Signature _____

Date _____ **Employee #** _____

Evaluator Conflict of Interest Disclosure Form

Evaluator Name _____

Employee # _____

Title _____

RFP # _____

As an evaluator for the above mentioned RFP, I have determined I have an actual or potential conflict of interest. I understand this conflict may lead to my disqualification as an evaluator.

Person/Entity with whom the conflict exists:

Type of Conflict:

- Familial
- Professional
- Financial
- Other (Please Describe) _____

Evaluator Signature _____

Date _____