

Arizona State University Evaluation Committee Disclosure Statement**Project:** _____**Date:** _____ **Solicitation No.:** _____**Name of Committee Member:** _____**(Please Print Name)**

In order to protect the integrity of a formal procurement process, it is essential participants in the evaluation meet their responsibilities in order that the team may function effectively. Adherence to these requirements shall protect individual members from any personal liability and protect the University.

1. You may not participate as a member of this committee if you have a substantial interest in any firm that may submit a response. If a relative of yours has a conflict of interest, you shall be considered as having the same conflict of interest. Relative shall be defined to include spouse; all children; grandchildren; parents; grandparents; brothers and sisters, including half-brothers and half-sisters. Using these criteria, if you have a conflict of interest, you shall submit a Disclosure of Substantial Interest form with Office of General Counsel and remove yourself from the committee. Pursuant to Arizona Board of Regents policy 3-901 (C), committee members have a continuing duty to disclose any conflict of interest and to provide accurate and complete information regarding potential conflicts of interest. Any remote interest shall be brought to the attention of the Deputy Chief Procurement Officer.
2. Each member of the evaluation committee should fully understand the objective of the solicitation, and should be familiar with the requirements and specifications contained in the solicitation documents.
3. Evaluation criteria and methods shall be established. Responses may be evaluated only on these criteria.
4. Evaluation committee members should attend any scheduled pre-proposal meetings.
5. Evaluation committee members shall not speak to Proposers about the procurement or solicitation process.
6. The confidentiality of the process shall be maintained. Therefore, evaluation committee members shall not give individual opinions, comment on committee deliberations to people outside the process, or share information provided by one Proposer with another.
7. For Requests for Proposal, a Purchasing and Business Services representative will participate in all negotiations. Any requests for proposal revisions should be made by the Purchasing and Business Services representative.
8. The committee should seek consensus on an award when possible. Any recommendation should be justified and documented. If the committee cannot reach consensus, any differences of opinion with supporting documentation shall be forwarded to the Deputy Chief Procurement Officer. The Deputy Chief Procurement Officer is responsible for the final award decision in any procurement action.
9. Notification of award shall be made by Purchasing and Business Services.

The following was passed into Arizona law in 1996 (ARS Section 41-2616):

A person who serves on an evaluation committee for a procurement shall sign a statement before reviewing bids or proposals that the person has no interest in the procurement other than that disclosed and will have no contact with any representative of a competing vendor related to the particular procurement during the course of evaluation of bids or proposals, except those contacts specifically authorized by Sections 41- 2534, 41-2537, 41-2538 and 41-2578. The person shall disclose on the statement any contact unrelated to the pending procurement that the person may need to have with a representative of a competing vendor and any contact with a representative of a competing vendor during evaluation of bids or proposals except those contacts specifically authorized by Sections 41-2534, 41-2537, 41-2538 and 41-2578. A person who serves on an evaluation committee and who fails to disclose contact with a representative of a competing vendor or who fails to provide accurate information on the statement is subject to a civil penalty of at least one thousand dollars but not more than ten thousand dollars.

The full text of this law is available from Purchasing and Business Services. Each member of an Evaluation Committee must adhere to this law. Use the following space to make the required disclosures:

I certify that I have no interest in this procurement other than that disclosed above; that I will have no contact with any representative of a competing vendor relating to this particular procurement during the course of evaluation of bids or proposals, except as otherwise provided by law; and that I will promptly disclose any contacts to the Purchasing and Business Services representative, except those contacts that are not required to be disclosed pursuant to A.R.S Section 41-2616.

Signature

Date