

EVALUATION COMMITTEE MEMBER STATEMENT

Contract Type IFB

Award Number 18-33-22

Award Description Educational Field Trip Destinations Supplement (SAVE)

Thank you for participating on the evaluation committee for the above mentioned solicitation. To protect the integrity of this formal solicitation and the evaluation process, it is essential that each participant understand and abide by the following responsibilities. Adherence to these requirements will help assure the effectiveness of the evaluation team as a whole, and protect the overall interests of Tempe School District No. 3 in the award of this solicitation.

1. FAIRNESS AND INTEGRITY.

It is the responsibility of every member on the evaluation panel to collectively ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort is extended to the evaluation of all vendors' proposals.

2. UNDERSTANDING OF THE PROJECT.

Your success as an effective member of the team depends on your comprehensive understanding of the project, and your familiarity with the requirements and specifications contained in the solicitation. A copy of the solicitation will be provided to you upon publication, so that you may familiarize yourself with it.

3. ATTENDANCE.

Attendance of all committee members at all scheduled meetings is crucial to the quality of the evaluation process. Without all representatives present, meetings are not effective, as not all opinions can be shared in a group setting. Therefore, committee members must attend all meetings of the committee, including interviews with the proposers if conducted, and must agree to participate in any off-site visits, if scheduled. Additionally, committee members must not discuss the evaluation with one another unless all members are present; avoid unsanctioned, mini-meetings.

4. CONFIDENTIALITY.


To preserve the integrity of the evaluation process, the following rules of confidentiality must be

- a. Committee members must not communicate with others outside of the evaluation committee on the nature or content of the written proposals, product demonstrations, interviews, the evaluation proceedings, the deliberations of the evaluation panel, or individual opinions about the proposers or the project. The names of the proposers/firms who have submitted proposals must also be held in confidence. Some panel members may be compelled to communicate the details of their involvement with their supervisor, department head, or other superior(s) from time to time; however, it is imperative that the panel member convey the importance of confidentiality to those individuals.
- b. More importantly, committee members must not communicate with proposers about this project outside of any scheduled and sanctioned evaluation activity, without the knowledge and approval of Purchasing. If any member of this evaluation committee has any reason to contact one or more proposers participating in this solicitation, even if the matter is not directly or indirectly related to this project, they must immediately divulge the nature and reason of the contact with the firm to Purchasing, who will determine if that activity poses a conflict with the person's participation on this evaluation committee.

5. CONFLICTS OF INTEREST.

You may not participate as a member of this committee if you, or a family member, have a personal interest in any company that may submit a proposal. A family member is defined as your spouse, children, grandchildren, brothers, sisters, half-brothers or half-sisters, brothers- and sisters-in-law, children of your spouse, and children of your brothers, sisters, half-brothers, or half-sisters. You must agree that if you currently have, or later discover, a conflict of interest which meet these criteria, you will declare the circumstances immediately to Purchasing, and remove yourself from the committee (in accordance with A.R.S. 38-502 and 41-2616 (C)).

By signing this statement: I read and understand the above and agree to adhere and be bound by the rules and principles represented. I do not currently have a Conflict of Interest, which would prevent my participation in this process. I have not committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the Evaluation Committee in strict confidence during this process. My recommendations shall be based upon objective/subjective review of the solicitations and the appropriate award criteria from the solicitation in accordance with the School District Procurement Code.

Signature:  Phone: 480 730 7378
Printed Name: Madonna Newirth Title: Director of Finance
Department/School/Organization: Tempe School District # 3 / Finance