

For Use by Public Bodies

Evaluation Attestation Form – Evaluation Lead

The following attestation form pertains to my, _____,
participation in the evaluation process pertaining to procurement _____
to acquire _____, issued
on behalf of _____ and is effective as
of the date of signing below.

I acknowledge that I will act as Evaluation Lead for the above-noted procurement
process and, I hereby attest and agree as follows:

Responsibilities of Evaluation Lead

I understand my role as Evaluation Lead and if I have any questions about specific
responsibilities, I will contact Public Procurement Agency.

I affirm

Building Evaluation Team

I am responsible to assemble an evaluation team that, collectively, is qualified and
available to evaluate the rated criteria as published in the solicitation. This includes
limiting team membership to only those persons required to complete a fulsome
evaluation of submissions.

I affirm

Assigning Criteria to Evaluators

I will assign evaluator sub-groups for evaluation criteria, as required, to ensure team
members evaluate only those rated criteria they are qualified to evaluate.

I affirm

Team Evaluation Process

I will ensure team members evaluate submissions according to the criteria and procedures established in the solicitation.

I affirm

Team Evaluation Records

Where a consensus scoring methodology is used, I will ensure that the document of record demonstrates how consensus was reached among evaluators, in a manner suitable to defend the evaluation.

I affirm

Conflicts and Disclosure

I am free from conflicts of interest and bias that could adversely impact the fairness of the evaluation process, or the perception thereof. I understand my ongoing responsibility to disclose any actual or potential conflicts that I may discover during the evaluation process.

I affirm

Interference

I will report any attempts to influence or interfere with the evaluation process to Public Procurement Agency.

I affirm

Confidentiality

Except as may be otherwise required by applicable law, I will not discuss the evaluation process with other evaluators or third parties, except during formal evaluation meetings and understand this responsibility extends beyond the conclusion of the evaluation process.

I affirm

Supplier Debriefing

I will lead the debriefing session required under Public Procurement Policy 22 and fulfill the related responsibilities.

I affirm

Clarifications

If I have questions or concerns about the evaluation process, I will contact Public Procurement Agency for clarification.

I affirm

Availability

I will prioritize my role as Evaluation Lead to meet the timelines of the evaluation schedule, including all documentation requirements.

I affirm

Where, as Evaluation Lead, I intend to participate directly in the evaluation of one or more evaluation criteria, I also attest to the following:

Informed and Independent Evaluation

I have sufficient knowledge to evaluate the criteria assigned and I will evaluate without relying on other evaluators.

I affirm

I will not evaluate criteria

Evaluation Process

I will evaluate submissions according to the criteria and procedures established in the solicitation. I will not modify or deviate from these parameters in any way.

I affirm

I will not evaluate criteria

Evaluation Records

I will document and maintain records of my own evaluation scores and supporting notes in a manner suitable to defend my evaluation.

I affirm

I will not evaluate criteria

Signature:

Evaluation Lead Name:

Position Title:

Date: