

For Use by Public Bodies

Evaluation Attestation Form – Evaluator

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 have been requested to be an Evaluator for the above-noted procurement process and, I hereby attest and agree as follows:

Conflicts and Disclosure

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

I affirm

Informed and Independent Evaluation

I have sufficient knowledge to evaluate the criteria I have been asked to evaluate without relying on other evaluators. If I am unable to evaluate a criterion, I will recuse myself from evaluation of that criterion.

I affirm

Evaluation process

I will evaluate submission according to the criteria and procedures established in the solicitation. I will not modify or deviate from the published evaluation criteria or procedures in any way.

I affirm

Evaluation Records

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

I affirm

Availability

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

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

Interference

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

I affirm

Clarifications

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

I affirm

Evaluator Signature: _____

Evaluator Name:

Evaluator Title:

Date: