

CDBG Commission:  
Application Review Team – Proposal Viewer and Evaluation Agreement

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**Proposal Viewer Agreement:**

I understand and agree to adhere to the guidelines for Request for Proposal evaluations. I am able to evaluate fairly and impartially all proposals given to me regardless of their authors. I do not have a conflict of interest which would prevent my participation in this process.

**For Proposal Evaluation Team Members:**

**REQUEST FOR PROPOSAL EVALUATION COMMITTEE MEMBER FORM**

***Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation***

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 County.

1. You may not participate as a member of this committee if you, or a member of your immediate family has a financial interest in, has participated in the activities or administration of any of the entities submitting proposals or their listed subcontractors. "Immediate family member" shall be defined as an individual's spouse or domestic partner; all children; grandchildren; parents; grandparents; brothers and sisters, including half brothers and half sisters; brothers- and sisters-in-law; children of the spouse; and spouses of brothers, sisters, half brothers and half sisters and first cousins. Using these criteria, if you have a conflict of interest, you must disqualify yourself from the committee. Any questions regarding a conflict shall be brought to the attention of the Purchasing Manager.
2. To maintain the confidentiality of the process, committee members should not reveal details about the evaluation process to vendors or their representatives. Information such as the identity of vendors, number of proposers, scoring, proposal details etc. should only be released by the purchasing staff.
3. Each member of the Evaluation Committee should understand the objective of the procurement and should be familiar with the requirements and specifications contained in the Request for Proposal (RFP) as well as the evaluation criteria specified in the RFP.
4. If interviews are part of the evaluation process, members of the evaluation members must participate in all scheduled interviews in order to participate in scoring at the interview level.
5. Committee members shall have no contact with any representative of competing vendors related to the particular procurement during the course of evaluation of bids or proposals without the knowledge and approval of the Purchasing Manager.
6. Requests for Proposal revisions shall be made only by the Purchasing Manager or designee.
7. The Purchasing Manager or designee shall make notification of award. Members of the evaluation committee should not contact any vendors regarding the outcome of the evaluation.
8. 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 adhere to all procedures and ethical guidelines for the evaluation of proposals.