

## **Evaluator Participation Attestation From Supplemental Q&A**

Q1: I'm already bound by a professional code of ethics. Why do I need to sign this specific form?

Answer: While professional designations establish high overarching ethical standards, public procurement is governed by strict trade treaty obligations (such as the CFTA and CETA) and specialized case law.

An Evaluator Attestation Form establishes a contemporaneous, file-specific record confirming that you have reviewed the exact list of competing vendors for this specific solicitation and declared any direct, indirect, or perceived conflicts before receiving proprietary bid documents. It protects both you and the organization if the award is later challenged.

Q2: Does knowing a vendor or having worked with them in the past automatically mean I have a conflict of interest?

Answer: Not necessarily. Prior professional contact or familiarity with an incumbent vendor is common in specialized fields. However, a conflict or apprehension of bias arises if that relationship compromises or appears to a fair-minded observer to compromise your ability to evaluate all proposals neutrally and strictly against the disclosed RFP criteria. Declaring a past relationship allows the procurement lead/moderator to review the circumstances objectively and determine whether recusal, mitigation, or approval is required.

Q3: What should I do if a potential conflict of interest arises after evaluations have already started?

Answer: You have an ongoing duty to disclose. If an unexpected subcontractor is named in a proposal, or if a personal/business relationship develops or comes to light during the evaluation, you must notify the procurement evaluation moderator immediately. Depending on the nature of the conflict, the moderator will determine whether you can continue or if you need to be recused to protect the integrity of the contract award.

Q4: Why is it necessary to keep detailed written notes supporting my scores and any score changes?

Answer: Under public sector audit standards and judicial precedent, no records means no defence. In a bid protest or audit review, courts and tribunals review the contemporaneous notes of evaluators to verify that scores were awarded rationally and consistently. If you adjust your individual score following a moderated group discussion, your evaluation sheet must include a brief note explaining the rational objective reason for that adjustment.

Q5: What if I don't sign the form?

Answer: Participation on the evaluation committee is voluntary, but signing the attestation is a requirement for serving as an evaluator. If you choose not to sign the form, you will not be able to participate in the evaluation process, as the organization must ensure all evaluators formally acknowledge their responsibilities regarding fairness, confidentiality, conflicts of interest, and procurement integrity.

Q6: What if I have a conflict or perceived conflict of interest?

Answer: Any actual, perceived, or potential conflict of interest must be disclosed immediately to the Procurement Supervisor or Supply Chain Manager. Depending on the nature of the conflict, mitigation measures may be implemented, or the evaluator may be recused from part or all of the evaluation process. A conflict does not automatically disqualify you from participating.