

EVALUATOR PARTICIPATION ATTESTATION FORM

THIS ATTESTATION is made in relation to

City of Lethbridge COL - ____ - ____

Project Title

and is effective as of the date of its signing as set out below.

Evaluator Name

Whereas I have been selected to perform the role of an evaluator for the above-noted procurement process, I hereby attest and agree as follows:

ARTICLE 1.0 – NO CONFLICTS AND ONGOING DISCLOSURES

I understand and affirm, as a pre-condition of my participation in the evaluation process, that I am free from any perceived, potential, or actual Conflicts of Interest (including any personal financial interest, whether direct or familial, in the outcome of the procurement process, or bias for or against any party competing for the contract award) that could adversely impact the fairness and integrity of the evaluation process that I participate in. I also understand that I have an ongoing responsibility to disclose any actual or potential conflicts that I may discover during the evaluation process and that I may need to recuse myself from further participation in the evaluation process if a newly discovered conflict could prejudice my ability to continue in my role as an evaluator.

For the purposes of this form, “Conflict of Interest” is defined as:

- (a) when applied to the activities of the purchasing institution and its consultants and service providers: (i) a conflict between one’s private interests and one’s public, fiduciary, or contractual duties in relation to any procurement activity; or (ii) engaging in any conduct that may give another party an unfair advantage in a procurement process; or
- (b) in relation to a bidding process, a bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to: (i) having, or having access to, confidential information of the purchasing institution in the preparation of its bid that is not available to other bidders; (ii) having been involved in the development of the solicitation document, including having provided advice or assistance in the development of the solicitation document; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the solicitation document; (iv) communicating with any person with a view to influencing preferred treatment in the bidding process (including, but not limited to, the lobbying of decision-makers involved in the bidding process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive bidding process or render that process non-competitive or unfair; or
- (c) in relation to the performance of its contractual obligations, a contractor’s other commitments, relationships, or financial interests: (i) could, or could be seen to, exercise an improper influence

over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

Initial Here: _____

ARTICLE 2.0 – SUBJECT MATTER KNOWLEDGE FOR INDEPENDENT EVALUATION

I have sufficient knowledge of the evaluation criteria I have been asked to apply to the supplier submissions to independently perform my role as an evaluator without relying on other evaluators or third parties to assist me in my application of those criteria to the supplier submissions. If at any stage of this process I am unable to independently apply the evaluation criteria to those submissions, it is my responsibility to notify the evaluation moderator to determine whether I may need to recuse myself from scoring that evaluation category or from my overall participation in the evaluation process.

Initial Here: _____

ARTICLE 3.0 – NO DEVIATION FROM EVALUATION CRITERIA OR PROCESS

I understand that my role as an evaluator is to apply the pre-established evaluation criteria and procedures to the supplier submissions I have been asked to evaluate and that I cannot change the pre-established evaluation criteria, apply additional evaluation criteria that are not included in the pre-established criteria, or deviate from the evaluation procedures that I am directed to follow by the evaluation moderator.

Initial Here: _____

ARTICLE 4.0 – MAINTAINING EVALUATION RECORDS

I understand that I am responsible for maintaining my own evaluation scores and notes supporting my evaluation scoring in the manner prescribed by the evaluation moderator. I understand that all evaluation records are potentially subject to public release under access to information legislation and all written notes must be clear, fair, and defensible.

Initial Here: _____

ARTICLE 5.0 – PARTICIPATION IN EVALUATION

I understand that I must prioritize my role as an evaluator to meet the evaluation schedule and that my commitment to the evaluation process includes finishing my independent individual evaluation scoring, including supporting notes, in the format prescribed by the evaluation moderator, prior to formal group evaluation meetings. I understand that I will not be required to change any scores as a result of any group scoring discussions. If, in exercising my independent judgment, I determine after group evaluation discussions that any of my scores require adjustment, I understand that any such changes to my scores must be supported with updated scoring notes explaining the reason for that change.

Initial Here: _____

ARTICLE 6.0 – CONFIDENTIALITY OF EVALUATION PROCESS

I understand that I am not permitted to discuss the evaluation process with other evaluators or third parties, except during formal moderated group evaluation meetings. I understand that, apart from formal-moderated group evaluation meetings, I am not permitted to contact or communicate with any supplier competing for the contract award. If I believe that clarification is needed in respect of information contained in a supplier's submission, I will notify the evaluation moderator. I understand that my confidentiality duties in relation to the evaluation process (which for greater clarity include treating all of the information received as part of the evaluation process as confidential) continue beyond the conclusion of the evaluation process.

Initial Here: _____

ARTICLE 7.0 – CONFIDENTIALITY OF ROLE AS EVALUATOR

I understand that to protect the evaluation process from interference or allegations of interference, I must keep my role as an evaluator confidential (except for informing my supervisor for work scheduling purposes) so as to prevent others from influencing or attempting to influence my scoring or otherwise influence the outcome of the evaluation process.

Initial Here: _____

ARTICLE 8.0 – DUTY TO REPORT INTERFERENCE

I understand that if anyone attempts to influence my scoring or otherwise attempts to interfere with my role as an evaluator, it is my responsibility to immediately notify the evaluation moderator.

Initial Here: _____

ARTICLE 9.0 – SEEKING CLARIFICATION

I understand that if I have any questions or concerns about my role in the evaluation process, or about the evaluation process more generally, that I should raise those concerns directly with the evaluation moderator and that I should not discuss those concerns with other evaluation group members, project team members, or any other third parties.

Initial Here: _____

ARTICLE 10.0 – STANDING AS EVALUATOR

I understand that my failure to adhere to the due process standards set out in this attestation could, among other things, result in my immediate removal from the evaluation process.

Initial Here: _____

Evaluator Name

Evaluator Signature

Evaluator Title

Date of Signature