

Dear Committee Member:

You have been selected to participate in the evaluation of proposals that have been received as the result of the above referenced solicitation. Your selection was based upon your technical qualifications in this area and your ability to develop an objective/subjective analysis of each proposal.

It is essential that the integrity of the evaluation process **be maintained to insure that each offeror is given fair and equal consideration.** Your familiarity with particular brands, types of equipment, materials or firms may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

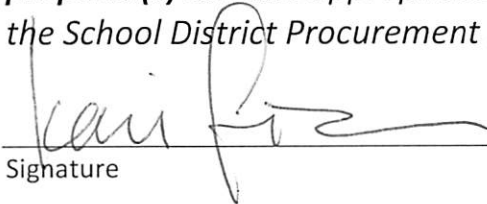
You are required to report to the Committee Chairperson any actual or potential conflict of interest as defined in A.R.S. §38-502.

An additional consideration is the legal mandate to maintain strict security regarding the content of any proposal and the proceedings of the Evaluation Committee meetings during the evaluation process. **Once the evaluation process has started, it is essential that any contact with the offerors be through, and by the Chairperson of the Evaluation Committee.**

In addition, the Evaluation Committee Member **shall not communicate**, except during formal Committee meetings, **with any offeror** or potential subcontractor or supplier to that offeror prior to award nor shall that Member discuss proposals or their evaluation with anyone other than the **Chairperson and Evaluation Committee Members. This is mandatory.**

To emphasize the importance of the above characteristics, you are asked to sign the following statement:

*I have read and understand the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the evaluation committee in strict confidence during the evaluation process. My recommendations **shall be based upon a review of the offeror's proposal(s)** and the appropriate **award criteria** from the solicitation in accordance with the School District Procurement Rules.*


Signature

KARI FISCHER
Printed

3/13/17
Date

Counseling
Department

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