



FORM F505-3	
Adopted	June 15, 2010
Last Revised	November 2011
Review Date	November 2016

FORM F505-3  
EVALUATION TEAM CONFLICT OF INTEREST DECLARATION AND NON-DISCLOSURE

Hastings and Prince Edward District School Board  
156 Ann Street, Belleville, Ontario, K8N 1N9

PURCHASING PROCEDURE FOR COMPETITIVE PROCESS

As per Procedure 505, Section 4 (4.10) the following form must be completed by all evaluation team members.

DESCRIPTION \_\_\_\_\_

RFT / RFP # \_\_\_\_\_ CLOSING DATE \_\_\_\_\_

The competition process begins when the competitive procurement documents are issued and ends on the day of notification to the successful bidder; this is commonly referred to as the "blackout period". The purchasing services department is responsible for managing the competitive process.

During the blackout period in all competition situations, it is imperative that all communication with suppliers involved in the process occur formally, through the contact process identified in the competitive documents.

To protect the integrity of a formal procurement process, it is essential that participants in the evaluation team meet their responsibilities to ensure that the team functions effectively.

1. I hereby certify that neither I, nor any member of my immediate family or anyone else having influence over me, has an interest of any kind, is a respondent to the RFT/RFP or a competitor of a respondent to this RFT/RFP. I further certify that in no way do I have a bias in favour or against any respondent to this RFT/RFP, and I understand that such bias would disqualify me from evaluating any proposal.
2. As an evaluation team member, I will receive information and materials that have been determined to be confidential. This includes, but is not limited to supplier information, pricing, specifications and/or other information which is submitted by a bidder. I promise to keep the information and materials confidential. I will return all confidential material to the purchasing services department at completion of the competitive process. In addition, I agree not to disclose any aspect of the evaluation process at any time, including after the award (if any) has been made (except as directed under law).
3. As an evaluation team member, I understand the objective of the procurement and am familiar with the requirements and specifications of the RFT/RFP.

**My signature below acknowledges that I understand my obligations and that I agree to be bound by the terms herein. If any conflict of interest emerges during the competitive process, I will declare it immediately to the Supervisor of Purchasing Services Department.**

Print Name Here: \_\_\_\_\_

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Team Member Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Purchasing Services \_\_\_\_\_  
Date