



Declaration of Evaluation Committee Member

You have been chosen as a Committee member for this Evaluation. Please read the following information about serving on this committee.

Confidentiality

All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members.

In order to prevent outside interference with the process and maintain an environment of objectivity, I will not discuss the evaluation with those outside of the evaluation team. I further understand that if such discussion occurs, I may be removed from the evaluation committee.

Conflict of Interest

No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family:

- has direct or indirect financial interest in the award of the contract to any proponent;
- is currently employed by, or is a consultant to or under contract to a proponent;
- is negotiating or has an arrangement concerning future employment or contracting with any proponent; or,
- has an ownership interest in, or is an officer or director of, any proponent.

Conduct

As a member of the Committee I realize the importance of my undertaking and understand the following guidelines for serving as a member of this committee:

- I will evaluate bidder information in a competent, conscientious, and unbiased manner.
- I will complete my evaluation duties in the timeline established.
- I will maintain my independence in this evaluation but understand that as a team we are striving for a consensus decision and will participate in the process to reach that objective. Should the committee not be able to reach a consensus after reasonable efforts have been made, I agree to respect the decision of the majority of the Committee members.



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- I will represent my department and its objectives but I understand the purpose of this committee is to seek out what is in the best interest of the Cayman Islands Government and/or my Statutory Authority or Government Company.
- If during the evaluation process I feel that I cannot fulfil my obligation to this process, that I will notify the Project Lead and request to be excused from the committee.

Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Procurement Director.

I have read and understood the provisions related to serving on the Evaluation Committee.

Signed on this date of: _____

Signature of Public Officer: _____

Printed name: _____