

PROCUREMENT SERVICES

Acknowledgement Confidentiality and Conflict of Interest

Project Number and Title: _____

Buyer Name: _____

I acknowledge that in the course of my employment I may be required from time to time to participate in an Evaluation Committee in connection with a Request For Proposals (RFP), Qualification (Q), or Tender (T).

I acknowledge that I have reviewed and understood the University's Procurement of Goods and Services Policy as it pertains to Confidentiality and Conflict of Interest.

As an Evaluation Committee member I acknowledge that I must **maintain as confidential** any information related to the submissions that I am asked to evaluate. This means any information provided by a bidder or supplier as part of its competitive bid submission, including but not limited to information about the bidder or supplier's identity, pricing and specifications. I may not disclose to any person or entity outside of the Evaluation Committee and the Procurement Services Department any aspect of the evaluation process at any time, including after the award (if any) has been made, except as required or directed by the University or under law.

I understand and acknowledge also that the evaluation process must be as fair as possible and that this requires Evaluation Committee members to be impartial and to be seen as impartial. Accordingly, if I have reason to believe that I am, or may be, or could be perceived to be, in a **conflict of interest** with any bidder or supplier, I acknowledge that I must immediately declare the conflict of interest or, if uncertain whether it is an actual conflict, disclose the relevant facts to the Director, Procurement Services, who will decide whether I am to remain on the Evaluation Committee for the particular RFP, Q or T that is affected, or whether other steps are required to address the matter, such as a waiver of the conflict executed by the Vice-President, Finance and Administration.

<i>Name: (Print)</i>	<i>Signature:</i>	<i>Date:</i>
<i>Director, Procurement Services Signature:</i>		<i>Date:</i>