**Agency:**

**Solicitation/RFx Number:**

**Evaluator Name:**

**Evaluator Job Title:**

**Please list the evaluator’s educational and/or professional qualifications and/or practical experience:**

I, the undersigned, a member of the Evaluation Committee for [Insert RFP/Q Service/RFx Number] will perform the evaluation under the guidelines and requirements set forth below:

1. **Professional Conduct**

I have a professional interest in ensuring that the scoring and evaluation of the offeror responses to the above named procurement can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the submission most advantageous to the State of Mississippi, taking into consideration the evaluation factors set forth in the procurement.

1. **Conflict of Interest**
2. I hereby affirm that I shall not accept any favor, gratuity, or any other thing of value from any person, firm, corporation, or other entity that has submitted a bid, proposal, or qualification for funding or is on the process of negotiating a contract with the Mississippi Department of Education (MDE). Such favors, gratuities, or things of value shall include, but not be limited to, the seeking of or acceptance of gifts, favors, services, promises of future employment, and/or honorariums, from the MDE suppliers, contractors, regulated enterprises or individuals, interested parties or people seeking to do business with the MDE.
3. I also agree that I shall disqualify myself from participating in any aspect of the proposed procurement review and/or negotiation process directly or indirectly affecting a business in which I or a member of my immediate family has a financial interest.
4. I may not participate in the development of bids, proposals, or qualifications in response to this solicitation.
5. **Non-Disclosure of Information**
6. I understand that offeror responses to the above named procurement will be provided to me upon the receipt of this signed *Procurement Committee Evaluator Certification*. The responses are being shared with me as a member of the Evaluation Committee with the understanding they are confidential and should be treated as such. They are for the sole use of the members of the Evaluation Committee and alternates, as a part of their confidential information. Review of material is intended only for the individuals within the evaluation committee and mentioned with this *Procurement Committee Evaluator Certification*.
7. I affirm that I shall maintain the strictest level of confidentiality regarding all aspects of the procurement review and/or contract negotiation process. I shall no discuss with any person, or disclose, at any time, to any person, the contents or scoring of bids, proposals, or qualifications, and/or decisions of the evaluation committee throughout the submission, review, protest, and/or contract negotiation process.

I understand and agree to abide by this *Procurement Committee Evaluator Certification* and all applicable policies and laws and further agree to take full responsibility for the copies of all bids, proposals, or qualifications delivered into my care. I will not disclose, or make available the contents therein to competing offerors or persons not involved in the evaluation process.

If I should become aware of any situation, which might arise, that could alter any of the representations above, or that might otherwise create the appearance of a conflict or other impropriety, I will notify the Purchasing Officer immediately.

Pursuant to **House Bill 1109 (Regular Session 2017)**, I certify that:

I have reviewed the conflict of interest standards prescribed herein (no personal, financial, or familial interest in any of the offerors or principals thereof to be evaluated), and that I do not have a conflict of interest with respect to the evaluation of this bid, proposal, or qualification.

I am not engaged in any negotiations or arrangements for prospective employment or association with any of the offerors submitting bids, proposals, or qualifications or their parent or subsidiary organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member, Evaluation Committee (signature) Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member, Evaluation Committee (print)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Officer Signature (Witness) Date**