

# Evaluation Committee Member Obligations Acknowledgement



Corporate Procurement & Supply Services (CPSS)

## RFP 938799 External Audit Services

The City of Edmonton is committed to a fair and transparent competitive procurement process leading to the selection of a recommended bidder for this Sourcing Event. As a member of the Evaluation Committee, you accept the following obligations:

- 1.0 *City of Edmonton Employee Evaluators Only* - To read and acknowledge City's [Procurement Standard](#)
- 2.0 To promptly identify to the Corporate Procurement & Supply Services (CPSS) Buyer any conflicts with bidders for this Sourcing Event that may arise during the evaluation, as outlined in the following sections of [Procurement Standard](#):
  - Conflict of Interest after City Employment
  - Conflict of Interest of Employees Participating in City Procurements
  - Conflict of Interest related to Members of Civic Agencies
- 3.0 To notify CPSS Buyers if they directly report to another Evaluation Committee Member.
- 4.0 To prepare for and participate in Evaluation Committee meetings and any required bidder presentations or interviews. Evaluation Committee members must be available to attend all meetings where the Evaluation Committee will evaluate bidder submissions and assign points using the evaluation criteria described in the Sourcing Event and Evaluation Plan.

**Note:** subject matter experts may be invited to attend Evaluation Committee meetings, and may be requested to attend technical review meetings, presentations and interviews.
- 5.0 To not engage in any communications regarding any aspect of this Sourcing Event with any bidder, or potential bidder, from the time the Sourcing Event is issued until after an award has been made by the City. Communications between the City and bidders must be managed by Corporate Procurement & Supply Services.
- 6.0 To respect the proprietary and confidential nature of the submissions and to use the information solely for the purposes of the Sourcing Event evaluation. The information must not be duplicated

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Last Revised: January 4, 2024

or otherwise disclosed unless it is part of the evaluation process. Hard copies of submissions and all other evaluation materials must be returned to Corporate Procurement & Supply Services or shredded/destroyed, and electronic versions must be deleted, once the evaluation process has concluded. CPSS will maintain the final versions of all materials related to the Sourcing Event.

7.0 To evaluate and assign scoring based solely on the merits of a bidder’s submission by reference to the instructions and scoring methodologies described in the Sourcing Event and Evaluation Plan.

## Acknowledgement

By approving this Ariba task or signing and submitting this document to the CPSS Buyer for this Sourcing Event, you are acknowledging that you have:

- read, understood and accept the ongoing obligations as a member of this Sourcing Event Evaluation Committee as outlined in sections 2.0 through 7.0 above.
- *City of Edmonton Employee Evaluators Only* - read and understood the Procurement Standard outlined in section 1.0 above.

All capitalized terms are defined in the Glossary: Procurement

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sourcing Project Number: \_\_\_\_\_

NOTE: If approving this task within Ariba, there is no need to sign and submit this form.

### **Return this form by email to:**

Tracy-Leigh Gosse  
Buyer  
Corporate Procurement & Supply Services (CPSS)  
Email: [tracyleigh.gosse@edmonton.ca](mailto:tracyleigh.gosse@edmonton.ca)

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