



HARRIS COUNTY DEPARTMENT OF EDUCATION Evaluation Committee Members Attestation

The operation of HCDE request for proposal evaluation committees is guided by the Choice Partners operating procedure, Instructions to Evaluation Committee Members. It is available upon request.

One of the most important elements in the evaluation process is the assurance that each proposer is treated fairly and equally.

DUTIES

Evaluation Committee Member will:

- Possess content specific knowledge and/or expertise
- Maintain confidentiality of the project
- Become familiar with HCDE CP RFP evaluation process and requirements
- Abstain from participating on a committee if you determine there may be a conflict of interest
- Read, sign and submit the EVALUATION COMMITTEE MEMBERS ATTESTATION
- Evaluate proposer's qualifications objectively and without bias
- Independently and professionally score each proposal (for each evaluation factor not already completed by the Project Leader); complete INDIVIDUAL EVALUATION FORM
- Adhere to timeline set by Project Leader for completing evaluation(s)
- Meet as a group for discussion or proposers presentations, as required

Evaluation Committee Member will not:


- Discuss the specifics of any proposal with other proposers or individuals outside of the evaluation committee
- Answer proposer questions during or after the evaluation process. (Questions during the evaluation process should be submitted electronically on the CP website and will be answered globally on the website by HCDE CP personnel.)

ACKNOWLEDGEMENT

The evaluation process is time-consuming and sometimes difficult work. We value your judgment, professionalism and integrity. Choice Partners recognizes the commitment by you to be involved in this process and we appreciate your participation.

ATTESTATION

I have read and I understand my duties and responsibilities as a member of the Choice Partners Evaluation Committee for HCDE RFP #20/022KN, titled Online Virtual Conference Platform Host. My participation on this Committee does not pose a conflict of interest for me or HCDE; I will maintain confidentiality in the matters discussed during this process.

Stephen Kendrick / 

Printed Name & Signature

12/15/2020

Date






SK_Attestation and CIS

Final Audit Report

2020-12-15

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