

# Appendix F: Evaluation Committee Disclosure Form

## EVALUATION COMMITTEE CONFIDENTIALITY AGREEMENT AND CONFLICT OF INTEREST DISCLOSURE FORM

I, understand that pursuant to Florida Statute 119.07, the information regarding \_\_\_\_\_

is exempt from the Florida Public Records Law for a period of ten (10) calendar days from the date of its opening. Further, I hereby agree not to discuss, copy or otherwise disclose or permit to be disclosed any information I have received or have been given access to in connection with this matter with anyone other than in the prescribed setting for the evaluation of this matter.

In addition, I understand that I am prohibited from serving on an Evaluation Committee if I have a conflict of interest with respect to the business/firm/vendor/consultant being evaluated. I understand and agree to disclose such conflict of interest, in writing, to the Director of Procurement Services prior to performing said evaluation. I also understand that the following activities, interests and relationships are considered to be a conflict of interest which requires that I disclose such conflict to the Director of Procurement Services and which prohibits me from serving on the Evaluation Committee for the business/firm/vendor/consultant with which I have a conflict:

- (1) If I am currently employed or have had past employment with the business/firm/vendor/consultant being evaluated within one (1) year prior to the evaluation; or
- (2) If I am currently serving as a consultant or have served as a past consultant for or with the business/firm/vendor/consultant being evaluated within one (1) year prior to the evaluation; or
- (3) If I have an ownership interest (stocks or assets) in the business/firm/vendor/consultant being evaluated at the time of the evaluation (mutual funds are excluded); or
- (4) If I have a family member (spouse, child, sibling, parent, in-law) with an ownership interest in the business/firm/vendor/consultant being evaluated at the time of the evaluation (mutual funds are excluded); or
- (5) If I am serving as an officer and/or director in the business/firm/vendor/consultant being evaluated at the time of the evaluation; or
- (6) If I am a party to any current litigation/lawsuit with or against the business/firm/vendor/consultant being evaluated, and/or if I have been a party in any past litigation/lawsuit with or against the business/firm/vendor/consultant being evaluated where such lawsuit concluded less than two (2) years prior to my service on the Evaluation Committee; (I understand that my involvement in a litigation/lawsuit that concluded two (2) or more years prior to my service on the Evaluation Committee does not constitute a conflict of interest); or
- (7) If I am currently involved in an investigation of the business/firm/vendor/consultant being evaluated, and/or if I have been involved in a past investigation of the business/firm/vendor/consultant being evaluated where such investigation was concluded less than one (1) year prior to my service on the Evaluation Committee; (I understand that if there is any uncertainty regarding the applicability of a current or past investigation, then I will disclose this potential conflict in writing and the Director of Procurement Services shall make a determination as to whether a conflict exists.)

I also understand and agree that any other activity, interest or relationship that could possibly be viewed as a conflict of interest or that is in conflict with Florida Statute Section 112.313 (Government Code of Ethics) must be disclosed in writing to the Director of Procurement Services prior to service on an Evaluation Committee, whereupon, the Director of Procurement Services shall make a determination as to whether a conflict exists.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department/Title