



Impartiality Statement for Review Panel Members For AB 109 Community Programs RFPs

Guiding Principles for Evaluation Process

- **Expert Assessment** -- Collectively, reviewers should have the appropriate knowledge and expertise to assess the proposal both at the level of the broad context of the goals of the AB 109 program and with respect to the specific objectives of the services.
- **Transparency** -- Decisions must be based on clearly described procedures and evaluation criteria that are published *a priori*.
- **Impartiality** -- Proposals must be assessed fairly and on their merit. Conflicts of interest must be declared and managed according to defined, published processes.
- **Appropriateness** -- The review process should be consistent with the nature of the project and in proportion to the investment and complexity of the work.
- **Confidentiality** -- All proposals, including related data, intellectual property and other documents, must be treated in confidence by reviewers and organizations involved in the review process. However, when the review process is over and a contract has been awarded, all proposals, any communications between the County and persons and firms submitting proposals, and any contract ultimately awarded by the County will become public records under the Public Records Act and Better Government Ordinance.
- **Integrity and Ethical Consideration** -- Ethics and integrity are paramount to the review process.

Impartiality Statement

Contra Costa County has a policy that individuals with a conflict of interest cannot participate in the review of procurement proposals. This policy is in addition to State laws and regulations pertaining to conflicts of interest. In order to ensure that each reviewer understands the County's conflict of interest policy, this certification must be completed by individuals prior to their participation in the proposal review processes.

1. I will not participate in the review of any proposal involving a particular matter that would have a direct and predictable effect on any person, company or organization with which I have a relationship, financial or otherwise. For purposes of this statement, the interests of my spouse, my minor child, my general partner, any organization in which I serve as officer, director, trustee, general partner, or employee, and any person or organization with whom I am negotiating employment, are attributed to me.

2. Further, I will not participate in the review of any proposal involving a particular person or a particular matter that I believe would cause a reasonable person with knowledge of the relevant facts to question my impartiality, or to perceive a conflict of interest.

3. Prior to my participation as a reviewer, I agree that I will disclose any actual or perceived conflicts of interest that I may have with such duties. In addition, I agree to disclose any actual or perceived conflicts of interest as soon as I am aware of the conflict. I agree that, after disclosure of the above, I will not participate in, influence, or attempt to influence the outcome of the matter with which I have a conflict. I agree to leave the room while the matter is discussed.

4. I certify that I will not disclose, except pursuant to the order of a court of competent jurisdiction, or unless otherwise required by law, any information concerning the evaluation or the content of proposals either during the proceedings of the review of proposals or at any subsequent time, to anyone who is not authorized access to the information by Contra Costa County or by law or regulation, and then only to the extent that such information is required in connection with such person's official responsibilities. Furthermore, I will report to the Contra Costa County official responsible for the process (Lara DeLaney) any communication concerning the proposal evaluation or the individuals involved in the evaluation process directed to me from any source outside this process.

5. I understand that I may not retain copies of proposals I receive, draft score sheets, or my personal notes. I certify that, after consensus scoring is complete, I will provide the Contra Costa County Administrator's Office all hard copies of proposals and draft consensus score sheets I receive, and my personal notes, for appropriate destruction. I certify that I also will remove all electronic copies of the proposals and draft consensus score sheets from my electronic storage media. The Contra Costa County Administrator's Office will retain all original requests for proposals, all proposals, all communications between the County and each firm or person submitting a proposal, and all official consensus score sheets, official notes, and official comments.

Panel Review Member Name (print)

Panel Review Member Name (signature)

Date