

UNIVERSITY OF LOUISVILLE
Request for Proposal for Personal Service Contract
Evaluation Procedure/Confidentiality/Conflict of Interest Statement

Representatives from university departments involved in the process of solicitation of proposals for the establishment of a Personal Service Contract are required to read and sign this document prior to the beginning of the process and to retain the document in the official Request for Proposal file for audit purposes. Signature indicates individual has read and understands 45A.110, 45A.160, 45A.990, 45A.695 and 164.821(7) and the University of Louisville Conflict of Interest Policy on the University of Louisville Human Resources website at <http://louisville.edu/hr/policies/PER103.html>.

In order to obtain an objective evaluation, ensure a fair and unbiased review of all offers and preserve the integrity of the Request for Proposal process, the following general procedures must be adhered to:

1. An evaluator/advisor will be designated who shall act as liason between the department and the prospective contractor. All contacts with offerors shall be via the evaluator/advisor. Advisors to the departmental representative shall not have direct contact with offerors in any way related to this procurement except during scheduled oral presentations and negotiation sessions.
2. Responsive proposals received as a result of the Request for Proposal will be evaluated based on the evaluation criteria set forth in the Request for Proposal.
3. Written or oral discussions shall be conducted with all responsible offerors who submit proposals determined in writing to be most reasonably susceptible of being selected for award, consistent with the charge of the representative designated to handle the process.
4. KRS45A.085 subsection (6) prevents the disclosure of information derived from proposals submitted by competing offerors to other offerors, which include indirect communication with any person not under an obligation of confidentiality, including the media, until negotiations have been concluded by the final rejection of all proposals or the acceptance of a proposal and the awarding of a contract.
5. It is the responsibility of the evaluator/advisor to assure that all final evaluation documentation, scoring and summary conclusions are committed to writing to use as a basis for the award of the contract and that the documentation will remain a part of the official file.
6. All final records pertaining to the development, issuance and award of a contract based on a Request for Proposal are maintained by the originating department (add like here back to instructions) and are subject to provisions of the Kentucky Open Records Law, KRS 61.872. Proprietary information submitted by a vendor and properly marked as such may not be disclosed, even after the award without permission of the vendor.
7. Each University of Louisville employee who will be involved in scoring or advising during the Request for Proposal process must make a written disclosure to the

Chair/Department Head of the originating department of any potential conflict of interest (as defined in the University of Louisville Conflict of Interest policy) that exists as a result of their participation on the evaluation of the proposals received.

Evaluator/Chairperson/Departmental Representative's Signature:

Evaluator/Chairperson/Departmental Representative's Name: (print)

Date _____