

# UNIVERSITY OF LOUISVILLE

## Request for Proposal Advisor Confidentiality Agreement

Each Advisor to the RFP Evaluation Committee is required to read and sign this document and return to the project Buyer in Purchasing prior to issuance of the RFP, reviewing proposals or providing services of any kind. Signature indicates individual has read and understands KRS45A.085, 45A.105, 45A.110, 45A.160, 45A.990 and 164.821(7), 200 KAR 5:307, University of Louisville Conflict of Interest Policy, and Confidentiality Statement.

All terms outlined in the RFP Evaluation Procedure and Confidentiality Statement apply to those individuals serving as Advisors to the evaluation committee.

Advisors to the evaluation committee shall not have direct contact with offerors in any way related to this procurement except during scheduled oral presentations and negotiation sessions. The prohibition for direct contact includes the period of time between the issuance of the RFP and receipt of proposals by the Department of Procurement Services. Violations of this prohibition may result in the dismissal of the offending Advisor.

KRS45A.085 subsection (7) prevents the disclosure of information derived from proposals submitted by competing offerors to other offerors, which includes 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.

Each Advisor must disclose to the Department of Procurement Services any potential conflict of interest (as defined in the U of L Conflict of Interest policy) that exists as a result of their participation on the evaluation committee.

Advisor's Signature \_\_\_\_\_

Advisor's Name (print) \_\_\_\_\_

Advisor's Employer \_\_\_\_\_

Proposal No. \_\_\_\_\_

Date \_\_\_\_\_

For the purpose of this document, "Advisor" is defined as: Individuals utilized by the evaluation committee to provide professional services, analysis or information for consideration in award of contract. Those individuals include, but are not limited to, attorneys, auditors, accountants, University staff, University faculty and state employees.