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EVALUATION COMMITTEE RULES OF CONDUCT

1. Confidentiality

Committee members must maintain strict confidentiality throughout the evaluation process and during meetings. Members shall not disclose, communicate, or share any preliminary conclusions, vendor submissions, or selection outcomes. All committee deliberations must remain confidential until the evaluation process is complete and a recommendation is formally presented to the City Council.

2. Vendor Communication

Direct contact between vendors and committee members is strictly prohibited. If a vendor attempts to contact a committee member, the member must refer them to the Procurement Services Director.

3. Question Resolution & Vendor Interactions

Any questions or concerns must be presented to the full committee for discussion. All vendor communications shall be handled exclusively through the Procurement Services Department to ensure a fair and transparent process. Vendor responses may be provided either in writing or verbally before the committee. Written responses must be submitted through the Procurement Services Director, while verbal presentations will be scheduled and coordinated by the Procurement Services Director to maintain consistency and compliance with the evaluation procedures.

4. Individual Evaluations

Each committee member is responsible for conducting an independent evaluation of all proposals. Individual assessments will be compiled into a final summary for the committee's review.

5. Conflict of Interest

Committee members must have no personal or financial interest in any vendor submitting a proposal. Any potential conflicts must be disclosed immediately.

6. Fair & Impartial Evaluation

Committee members must evaluate all proposals objectively, ensuring that personal biases do not influence their assessments. The scoring process must strictly adhere to the criteria outlined in the RFP/RFQ, following the established scoring guidelines without deviation. This

ensures a fair, transparent, and consistent evaluation process that upholds the integrity of the selection.

7. Accountability & Legal Scrutiny

Committee members acknowledge that their evaluation results are subject to public and legal review. All decisions must be legally defensible and withstand scrutiny.

8. Acknowledgement of Rules

Before beginning the evaluation process, each member must formally acknowledge and agree to abide by these Evaluation Committee Rules, affirming their commitment to an independent and unbiased assessment.

These rules of conduct were created to safeguard both the Evaluation Committee member and the respondent, prevent any perception of impropriety, and ensure a smooth and timely evaluation process.

These rules are in compliance with:

2024 Florida Statutes, 287.057. Procurement of Personal Property and Services.

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0287/Sections/0287.057.html

National Institute for Public Procurement (NIGP) Values and Guiding Principles of Public Procurement. Procurement Resources page at www.nigp.org. <http://www.nigp.org/home/find-procurement-resources/guidance/values-and-guiding-principles>

The National Association of State Procurement Officials. NASPO Publications page at www.naspo.org; particularly, *State & Local Government Procurement – A Practical Guide* (2nd Edition 2015), ISBN-13: 978-1-60427-107-2.