**Certification
for
Competitive Solicitation Evaluation Team Members**

**Competitive Solicitation No. \_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, the undersigned evaluator for the above-referenced Competitive Solicitation, certify as follows:

1. Competitive Procurement Process. I have reviewed the above-referenced Competitive Solicitation and, in particular, the applicable requirements and criteria set forth therein for evaluating bid submissions. I am familiar with Washington’s Procurement Code for Goods/Services ([RCW 39.26](https://app.leg.wa.gov/RCW/default.aspx?cite=39.26&full=true)). I understand my obligation as an evaluator is to ensure an impartial competitive procurement process that operates in a fair and equitable manner, appears to be fair and equitable, and adheres to the applicable requirements and criteria for evaluating bid submissions.
2. Knowledge. I have sufficient knowledge of the established evaluation criteria to independently perform the role of an evaluator without relying on other evaluators or third parties to assist in the application of those criteria to the bid submissions. If, during the evaluation process, I am unable to independently apply the evaluation criteria to the bid submissions, I will immediately provide written notification to the Procurement Coordinator for this Competitive Solicitation to determine whether I need to be recused from scoring a specific evaluation category or removed from further participation in the evaluation process. In the event that I have any questions or concerns about the evaluation process, I will raise those concerns directly with the Procurement Coordinator.
3. Evaluation Criteria & Process. I acknowledge and agree that the role of the evaluator is to apply the pre-established evaluation criteria and procedures to the bid submissions and that evaluators cannot change the pre-established evaluation criteria, apply additional evaluation criteria that are not included in the pre-established criteria, or deviate from the evaluation procedures established in the Competitive Solicitation. In the event that I believe that clarification is needed regarding information contained in a bid submission, I will notify the Procurement Coordinator for this Competitive Solicitation. I understand that, if I have outside knowledge of a person or firm who has submitted a bid, I cannot share or include such information in my evaluation; *Provided*, however, that, if past performance records are included, those can be discussed.
4. Diversity, Equity, & Inclusion In Public Contracting. I understand that there can be a bias towards attributes, phrases, or names that align more with my preferences, as well as a bias towards well-known or incumbent businesses. I further understand that, as a human being, I have unconscious biases that may impact my evaluations. Accordingly, I am committed to mitigating such biases to the best of my ability. I understand the importance of evaluating bids in an objective, merit-based manner, free of assumptions and biases, so as to create trust in state government and the competitive procurement process. I have completed the training below regarding biases so that I will be more self-aware and, to the extent possible, affirmatively recognize and control such biases so that I can be a fair and equitable evaluator.

Implicit Bias Training for Contracting and Procurement

* Training: [Implicit Bias in Evaluating Bids](https://des.wa.gov/sites/default/files/ContractsTraining/ImplicitBiasPurchasing/story.html)
1. Financial or Personal Interest. I have reviewed the list of bids pertaining to this Competitive Solicitation and neither I nor any member of my immediate family has any financial or personal interest with or in any person or firm that has submitted a bid for this Competitive Solicitation. In addition, neither I nor any member of my immediate family is employed by or contracts with any person or firm that has submitted a bid for this Competitive Solicitation.
2. Bid Participation. I have not participated, directly or indirectly, in any way whatsoever in the submission of any bid for this Competitive Solicitation.
3. Evaluation Records. I understand that I am responsible for maintaining my individual evaluation scores and notes supporting my evaluation scoring in the manner prescribed by the Procurement Coordinator for the Competitive Solicitation. I further understand that, because all evaluation records are subject to public disclosure and bid protests, such records must be accurate, complete, and legible.
4. Confidentiality. To protect the evaluation process from interference or allegations of interference and to prevent others from influencing or attempting to influence my evaluation scoring or otherwise influence the outcome of the evaluation process, I will keep my role as an evaluator confidential (except for informing supervisors for work scheduling purposes). I will immediately provide written notification to the Procurement Coordinator for this Competitive Solicitation if anyone improperly attempts to influence my scoring or otherwise attempts to interfere with my role as an evaluator. I further understand and acknowledge that, as an evaluator, I am not permitted to discuss the evaluation process with other evaluators or third parties, except during evaluation meetings and, apart from such evaluation meetings, I am not permitted to contact or communicate with any bidder competing for the contract award. I also understand and acknowledge that my confidentiality duties in relation to the evaluation process do not lapse at the end of the evaluation process but continue beyond the conclusion of the evaluation process. I will not release or disclose any information or records pertaining to this Competitive Solicitation and evaluation except as required by law.
5. Financial Interest. I have read and understand Washington’s Ethics in Public Service Act, RCW 42.52, and I have taken the [ethics challenge quiz on the Washington State Executive Ethics Board’s website](https://ethics.wa.gov/training/online-ethics-quiz) and, regardless of whether I currently am a state officer or employee, I will comply fully with the restrictions set forth for state officers and employees in Washington’s Ethics in Public Service Act, [RCW 42.52](https://app.leg.wa.gov/RCW/default.aspx?cite=42.52&full=true).

I further certify that, if during the evaluation for this Competitive Solicitation facts or circumstances change such that any of the above certifications no longer are accurate, I will immediately provide written notification to the Procurement Coordinator for this Competitive Solicitation.

Dated this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 20\_\_.

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