



OPCMR

BID/RFP EVALUATION RULES AND PROCEDURES

Bid/RFP Evaluation Rules and Procedures

The Evaluation Committee members, including any observers, or advisors shall:

1. Have no personal interest or relationship with bidders, including business or financial ties. Any member, observer, or advisor having such an interest must declare it to the Committee Chairperson prior to participation in the evaluation process.
2. Not contact any vendor except through the Commissioner of Property and Procurement or his designees. There shall be no individual meetings, lunches, entertainment or direct contact with vendors who have submitted offers once you have been appointed to the Evaluation Committee.
3. Decline all personal gifts and gratuities from perspective bidders. Even appearances of such conflict must be avoided.
4. Keep all committee deliberations in confidence.
5. Perform a fair and impartial evaluation of all proposals and bids.
6. Grant all competitive bidder's equal consideration, to regard each transaction on its own merits, foster and promote fair, ethical and legal trade practices.
7. Achieve a recommendation that will be in the best interest of the Government of the Virgin Islands of the United States, one that is fair and impartial to all bidders.

As a member of the evaluation committee, I have read and shall comply with the above stated conditions and all applicable law, and I understand that any violation thereof may result in my termination of employment with the Government of the Virgin Islands of the United States and/or civil and criminal prosecution to the extent applicable.

Signature: _____

Date: _____

Print Name: _____

Department: _____