



UNIVERSITY  
OF  
CALIFORNIA

RFP EVALUATION TEAM

**CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT**

The undersigned Team Member (Member) is acting as a participant in the University of California (UC) team evaluating proposals received in response to UC's Request for Proposal (RFP) indicated below (Team). By signing below, Member agrees to the following:

**CONFLICT OF INTEREST.** Consistent with UC's Conflict of Interest Code and applicable California Law, if Member, or Member's spouse or dependent children have an "economic interest" in any of the companies submitting proposals (or their affiliates), Member will disclose this to Member's location's designated conflict of interest coordinator. An "economic interest" means (a) an investment worth \$2,000 or more in the company/affiliate, (b) a position as director, officer, partner, trustee, employee or manager of the company/affiliate, (c) receipt of income or gifts from the company/affiliate in the past 12 months, or (d) an expected personal financial benefit if UC accepts the company's proposal. If it is determined that Member has a potential conflict of interest, Member will recuse himself/herself prior to the evaluations of the proposals.

**NON-DISCLOSURE.** Member agrees not to disclose or otherwise divulge any information pertaining to the contents, status, or ranking of any proposal, or UC's evaluation process, to anyone inside or outside UC other than the RFP administrator or other Team members. Member will direct all inquiries to the RFP Administrator to handle in accordance with UC bid policies and applicable law.

**CODE OF CONDUCT AND ROLE AS BID EVALUATOR.** During bid evaluations, Member will present Member's observations or grading to the Team in a manner demonstrating that Member's decisions are based on facts, data and logical inference. Member will not coerce others on the Team to change their decisions based on Member's conclusions. Member will encourage others on the Team to examine thoughtfully all available proposal materials and also to make their own fair and objective evaluations. Member will not withhold Member's expertise, observations and insight as Member's participation brings value to the evaluation process and advances progress toward UC's goal of selecting the best vendor(s) for UC. Member agrees to fairly and objectively evaluate all proposals in an unbiased manner, to the best of Member's ability, and with the best interest of UC paramount in all decisions.

\_\_\_\_\_  
Team Member Name (Printed)

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Team Member Location and Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
RFP Title, Number and Date