CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Appendix F: Evaluation Team Non-Disclosure Agreement

Evaluation Team Non-Disclosure Agreement

to be completed by each procurement evaluation team member

RE: [RFP Number and Title]

In accordance with the Catholic District School Board of Eastern Ontario (CDSBEO) Procurement Policies and Procedures, the CDSBEO must consider any conflicts of interest during procurement activities.

I am a participant of the procurement initiative for the Request for Proposal (RFP), **[RFP Number and Title]** as an Evaluation Team Member**.**

I acknowledge that I will acquire certain knowledge or receive certain written or oral information (collectively, the Information) which is non-public, confidential, or proprietary to the proponents responding to the RFP. If unauthorized parties receive the Information, the interests of either the proponent or the CDSBEO may be severely damaged.

I agree that, unless required by law or in the course of the procurement process, I will keep all the Information confidential. I will not, without the written consent of the CDSBEO reveal or disclose it to anyone. Nor will I use it directly or indirectly for any purpose other than to gather requirements, develop RFP content, evaluate the proposals or advise the CDSBEO regarding the selection of the proponent for the procurement initiative.

I further agree not to copy or circulate the Information except as a result of the written direction of CDSBEO. I agree to keep all the procurement documents and templates and written information relating to the RFP in a secure place and to return this documentation to CDSBEO at their written request. I also agree not to initiate or respond to any external inquiry relating to the RFP.

In addition, unless otherwise required by law, or having obtained the written consent of the CDSBEO, I will not disclose to any person (other than persons authorized by CDSBEO any information about the project and the proposals submitted in response to the RFP. This includes the terms, conditions or other facts relating to the project, the evaluation, the matters discussed by the Evaluation Team and the proposals. This also includes, but is not limited to, the fact that discussions are taking place with respect to these things and their status, or the fact that the Information has been made available to me.

I understand and agree that any delay or failure by CDSBEO in exercising its rights, powers or privilege does not free me from these obligations. Nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege there under.

_____ _____ _____

Signature Print Name Date