

<b>Evaluation Team</b>	<b>Section: Procurement Number: 1.11</b>
<b>Approved: April 11, 2022</b>	<b>Page: 1 of 1</b>
<b>Revised:</b>	<b>Scope: All Employees</b>


**POLICY:**

Every competitive process requires an Evaluation Team that will be responsible for reviewing all the compliant bids and scoring each of those bids. The evaluation team may be different for each competitive process executed, depending on the expertise required to help make the decision.

**PROCEDURE:**

- Evaluation Team members should be selected and their participation confirmed before the competitive documents have been posted. The Evaluation Team members will have been included in the development of the evaluation criteria and weighting. Team members may include clinicians, educators, supply chain experts, subject matter experts, financial experts and representatives of the procurement function of the organization. Evaluation teams should be composed of appropriate members to ensure that a proper evaluation is conducted.
- An Evaluation Team Lead will be selected by the evaluation team members to be responsible for coordinating the evaluation process.
- Each Evaluation Team member must sign a “Conflict of Interest” form and a “Non-Disclosure Agreement” form.
- The Evaluation Team is entitled to ask proponents for clarification on their bid if required as long as it does not change their bid in any way.

**Approved by:**



April 11, 2022

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**Executive Director**

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**Date**



April 11, 2022

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**Board President**

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**Date**