**Housing Authority of the**

## Request for Qualifications for

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**Evaluation Committee Guidelines**

### Overview

Members of the Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of PHA (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsive firms. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public’s confidence in the integrity of PHA’s procurement process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

### Guidelines

1. As part of the Evaluation Committee, the evaluation shall be based on the evaluation factors set forth in the Request for Qualifications for a (RFQ). Factors not specified in the RFQ shall not be considered. Initially, proposals should be evaluated on an individual basis against the requirements stated in the RFQ and should be based solely on the content of the proposals. No personal knowledge of the offeror should be considered unless it is based on prior performance with PHA which should be included as part of the standard review of offeror. Members must have a fair and open mind and give each offeror the same and equal level of due diligence, assessment and consideration. The Evaluation Committee will meet to discuss the individual scores and to develop an Evaluation Committee overall score and ranking for each proposal.
2. The results of the proposal evaluations are subject to the Texas Public Records Act and may be disclosed with the exception of proprietary information, either before or after the contract is awarded. In the case of a proper records request, protests or litigation, evaluation documentation will almost certainly be made available to the requestor, protestor or litigant and their legal counsels. Therefore, evaluators should be especially careful to make the evaluations as thorough, objective, and well documented (e.g., citing the specific areas of the proposal that led to the particular portion of the evaluation) as possible. The Contracting Officer is responsible for ensuring that the evaluation results are sufficiently documented and included in the contract file.
3. No Evaluation Committee member may use his or her position to intimidate, coerce, persuade or otherwise influence any of the activities of the Evaluation Committee members relative to this or any other procurement.
4. An employee, Commissioner or Evaluation Committee member shall not solicit or accept, directly or indirectly any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who (a) has or is seeking to obtain PHA business, (b) conducts activities that are regulated by PHA, or (c) has interests that may be substantially affected by the performance or non-performance of official duties to PHA.
5. Disclosure of confidential information to any person not authorized by the Contracting Officer to receive such information shall be a breach of ethical standards. Confidential information includes but is not necessarily limited to: the contents of a bid (prior to bid opening) or proposal (prior to contract award using competitive proposals), names of individuals or firms that submitted bids (prior to bid opening) or proposals (prior to contract award); PHA-generated information related to a procurement (including PHA cost estimates, firm selection and evaluation plans, specifications (before solicitation is issued); and any other information the disclosure of which would have a direct bearing upon the contract award or the competitive process. It is a breach of ethical conduct for any current or former employee, officer, or agent to knowingly use confidential information for actual or anticipated personal gain or for actual or anticipated personal gain of any other person.
6. No PHA employee, officer, agent, or Evaluation Committee member shall participate in the selection, award or administration of a contract supported by Federal, State or local funds if a conflict of interest, financial or otherwise, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for the award. All members of the Evaluation Committee shall be required to certify that there is no conflict of interest with any of the offerors.
7. In addition to any other applicable conflict of interest requirements, neither PHA nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under the Annual Contributions Contract (ACC) in which any of the following classes of people have an interest, direct or indirect, during his or her tenure or for one year thereafter:
8. Any present or former member or officer of the governing body of PHA, or any member of the officer’s immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, PHA or a subsidiary business entity.
9. Any employee, officer, or agent of PHA who formulates policy or who influences decisions with respect to the project(s), or any member of the employee’s, officer’s or agent’s immediate family, or the employee’s, officer’s, agent’s partner.
10. Any public official, member of the local governing body, or State or local legislator, or any member of such individuals’ immediate family, who exercises functions or responsibilities with respect to the project(s) of PHA.
11. All members of the Evaluation Committee must be able to make site visits, if necessary.
12. All members of the Evaluation Committee must commit to being present for all convened group Evaluation Committee meetings.
13. All members of the Evaluation Committee must commit to being present for all offerors scheduled interviews.
14. All members of the Evaluation Committee must commit to thoroughly reading and understanding the RFQ, its requirements and obligations of the evaluation process and to attending any training sessions scheduled for the Evaluation Committee. Evaluation Committee members may request individual training, as appropriate and desired.

I hereby acknowledge that I have read the Evaluation Committee Guidelines for the Housing Authority of Request for Qualifications for . I declare that I do not have a conflict of interest and have the ability to serve on the Evaluation Committee. If I learn that a conflict exists during the evaluation process, I will cease to participate on the Committee. I further acknowledge that I will honor these guidelines to protect the integrity of the procurement process.

Signature Date

Print Name