

JANICE K. BREWER  
Governor



WILLIAM BELL  
Director

ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

100 North 15<sup>th</sup> Avenue, Suite 104, Phoenix, Arizona 85007  
(602) 542-5511 (main) (602) 542-5508 (fax)  
<http://www.azdoa/spo>

NON-DISCLOSURE STATEMENT

RE: ADSP011-00000411 WSCA/NASPO Mailing Equipment, Services, and Support

The Undersigned, in the course of performing his or her administrative duties, shall have access to and may review proposal documents and related data (Documents) submitted in response to the aforementioned Request For Proposals (RFP). These Documents are made available to the Undersigned under the following conditions.

Aside from those persons already bound by any related Non-Disclosure Statements (Statement), the undersigned agrees to hold all Documents in confidence and shall not disclose the information contained within the Documents to any other persons. The Undersigned shall not communicate or by his or her actions allow the contents of the Documents to be communicated with any offerors, their subcontractors or other persons not also holding a related Statement prior to contract award. The Undersigned further acknowledges that the Arizona Procurement Code provides civil and potentially criminal penalties for the violation of these requirements.

The Undersigned has read and understands the above and agrees to be bound by the rules and principles represented herein and in accordance with the provisions of the Arizona Procurement Code.

The Undersigned:

Kin Yee Wong  
Signature

Kin Yee Wong 1/13/2011  
Name (Print) Date

Sr. Procurement Engineer  
Title

\_\_\_\_\_  
Representing (Agency or Committee)

\_\_\_\_\_  
Phone



# EVALUATION COMMITTEE MEMBER CONFLICT OF INTEREST STATEMENT

*Solicitation ADSP011-00000411*  
*WSCA/NASPO Mailing Equipment, Services, and Support*

Dear Committee Member:

You have been selected to participate in the evaluation of proposals that have been received in response to the above referenced solicitation. Your selection was based on your technical knowledge and expertise in this area and your ability to develop an objective/subjective analysis of each proposal.

It is essential that the integrity of the evaluation process be maintained to insure that each Offeror is given fair and equal consideration. Your familiarity with particular brands, types of equipment, material, services, individuals or firms may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Committee Chairperson any actual or potential conflict of interest as defined in A.R.S. 38-503 and 41-2616C. You are also subject to the Code of Ethics set forth in Section R2-5-501 of the Arizona Department of Administration, Personnel Division, Administrative Rules and Regulations.

An additional consideration is the legal mandate to maintain strict security and confidentiality regarding the content of any proposal, as well as the proceedings of the Evaluation Committee meetings during the evaluation process. Once the evaluation process has started, it is essential that any contact with Offerors, other than that disclosed, be through, and by, the Chairperson of the Evaluation Committee.

In addition, the Evaluation Committee Member shall not have any communication related in any way to the particular procurement, except during formal Committee meetings, with any Offeror or potential subcontractor to that Offeror prior to award nor shall that Member discuss the proposal or their evaluation with anyone other than the Chairperson and Evaluation Committee Members. This is mandatory.

To emphasize the importance of the above requirements, you are asked to acknowledge by signature the following statement:

I have read and understand the above and agree to be bound by the rules and principles represented. I have also received, read and understand the Evaluation Committee Instructions for this procurement. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the Evaluation Committee in strict confidence during the evaluation process. My recommendations shall be based upon an objective/subjective review of the Offeror's response and the appropriate award criteria from the solicitation in accordance with the Arizona Procurement Code. I have read and understand Arizona Revised Statute 41-2616C (on the next page) and will fully comply with its requirements.

Please check the box below if applicable:

☐ Architect or an engineer registered pursuant to section 32-121

Signature of Evaluator

Date

Agency/Department

Telephone Number

*[Signature]* *1/14/2011*  
*DBS - Procurement Division/State* *916 875 4389*



# EVALUATION COMMITTEE MEMBER DISCLOSURE STATEMENT

*Solicitation #*  
*Description*

## ARIZONA REVISED STATUTE A.R.S. 41-2616C:

A person who serves on an Evaluation Committee for a procurement shall sign a statement before reviewing proposals that the person has no interest in the procurement other than that disclosed and will have no contact with any representative of a competing offeror related to the particular procurement during the course of evaluation of proposals, except those contacts specifically authorized by sections 41-2534, 41-2537, 41-2538 and 41-2578. The person shall disclose on this statement any contact unrelated to the pending procurement that the person may need to have with a representative of a competing offeror and any contact with a representative of a competing offeror during evaluation of proposals except those contacts specifically authorized by sections 41-2534, 41-2537, 41-2538 and 41-2578. A person who serves on an Evaluation Committee who fails to disclose contact with a representative of a competing offeror or who fails to provide accurate information on this statement is subject to civil penalty of at least one thousand dollars but not more than ten thousand dollars.

*During the course of my regular business, I may have contact, unrelated to this procurement, with the offerors listed below, who have submitted proposals in response to this solicitation:*

<u>COMPANY</u> <i>Pitney Bowes, Inc</i>	<u>CONTACT</u> <i>John Fitzpatrick</i>
<u>Subject/Purpose:</u> <i>Administrative issues with existing contract/ <del>Pitney Bowes</del> Quarterly reports</i>	

<u>COMPANY</u> <i>Neopost Inc</i>	<u>CONTACT</u> <i>Stacy Graham</i>
<u>Subject/Purpose:</u> <i>Administrative issues with existing contract/ Quarterly reports</i>	

<u>COMPANY</u>	<u>CONTACT</u>
<u>Subject/Purpose:</u>	