

**SELECTION AND EVALUATION COMMITTEE (SEC) CONFLICT OF INTEREST STATEMENT**

**RFP# RM-21-84**

**RFP Title: CDBG Consulting Services**

You have been selected to participate in the evaluation of responses received as the result of the competitive solicitation referenced above. Your selection was based upon your qualifications and knowledge in this area and your ability to develop an objective/subjective analysis of each response. You are required to report to the Town any actual or potential conflict of interest.

It is essential that the integrity of the evaluation process be maintained to ensure that each proposal is given fair and equal consideration. The written/electronic responses to the solicitation and any subsequent respective clarifications and/or negotiations must stand-alone. As an SEC member you must be objective and guard against any tendency to favor a particular manufacturer, firm or individual.

It is important that you understand the importance of following the Florida Sunshine law, which is in effect during the evaluation process and proceedings of the SEC meetings. Once the evaluation process has started, it is essential that any contact with the offeror's be through the Procurement Division. Additionally, you are not to communicate any information about this solicitation process, except during formal SEC meetings, with any vendor or potential vendor prior to award by the Town of Davie, nor shall you discuss proposal evaluations with anyone other than the Chairperson and fellow SEC members at the publicly posted meetings. The Florida Sunshine law is in effect until the Town of Davie has awarded the contract. Vendors have been directed in the solicitation documents to make all contact with the Procurement Division during the solicitation and evaluation process.

To emphasize the importance of the above characteristics, you are asked to sign the following statement:

**I have read and understand the above and agree to be bound by the State of Florida Sunshine law, rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion nor accepted any gratuities or favors that would compromise my impartiality. 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 Town of Davie's procurement policies and procedures.**

**Glenda E. Martinez**

Printed Member Name

Glenda Martinez

Digitally signed by Glenda Martinez  
DN: cn=Glenda Martinez,  
email=gmartinez@davie-fl.gov  
Date: 2021.09.16 11:30:18 -04'00'

Committee Member Signature

**9/16/2021**

Date

COMMENTS:

**IF YOU ARE UNABLE TO EXECUTE THIS, CONTACT PROCUREMENT IMMEDIATELY.**

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**Jael Perez**

Printed Member Name

**Jael Perez**

Digitally signed by Jael Perez  
Date: 2021.09.14 12:26:13  
-04'00'

Committee Member Signature

**9/14/2021**

Date

COMMENTS:

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JAIME TORRES  
Printed Member Name  
  
Committee Member Signature

9/21/2020  
Date

COMMENTS:

**IF YOU ARE UNABLE TO EXECUTE THIS, CONTACT PROCUREMENT IMMEDIATELY.**

**REVIEW COMMITTEE EVALUATION FORM**

Solicitation Number and Name: RFP-RM-21-84 CDBG Consulting Services

Review Meeting Date: September 21, 2021

Evaluation Criteria:

- Firm Qualifications & Experience
- Qualifications & Experience of Key Personnel
- Client References and Past Performance
- Project Approach to Scope of Services and Quality of Work Plan
- Price Proposal

Rank the proposals on the following page according to the above criteria, with one (1) being the highest ranking and 3 being the lowest.

Proposer	Ranking
Calvin, Giordano & Associates, Inc.	2
Civitas, LLC	1
Stephens Consulting Group	3

Name of Reviewer: Glenda E. Martinez

Title: Community Services Manager

Department: Community Services

Signature: 

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Stephens Consulting Group	3

Name of Reviewer: Jael Perez

Title: Sr. Neighborhood Resource Specialist

Department: Community Services

Signature: 

**REVIEW COMMITTEE EVALUATION FORM**

Solicitation Number and Name: RFP-RM-21-84 CDBG Consulting Services

Review Meeting Date: September 21, 2021

Evaluation Criteria:

- Firm Qualifications & Experience ✓
- Qualifications & Experience of Key Personnel ✓
- Client References and Past Performance ✓
- Project Approach to Scope of Services and Quality of Work Plan ✓
- Price Proposal ✓

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Name of Reviewer: JAIME TORRES

Title: WRS

Department: CSD

Signature: 