



Coordinating Workforce Development for Northern Nevada

Date: April 30, 2021
To: Request for Proposal Review Group Members
From: John Thurman, CEO
Subject: Standards of Conduct — One-Stop Operator RFP 2021

Being part of a Request for Proposals (RFP) process as a member of the review group is a responsibility that cannot be taken lightly. Review group members must approach their participation in the evaluation as if they will have to defend their decision in court. Applicants may not be selected for several reasons. As a result, applicants may appeal or protest the decisions made by the review group. If an award is made without appropriate and adequate documentation and justification, the review group's decision may be overturned. In that case, the RFP process must start all over again.

Nevadaworks maintains the highest standards of professional ethics and personal integrity. No member of a review group shall engage in any action, communication, or relationship that compromises or gives the appearance of compromising his or her ability to reach fair and impartial decisions regarding this procurement. Members shall refrain from any private or professional activity that could create a conflict between personal interests and the interests of Nevadaworks. Under the Uniform Guidance at 2 CFR 200.318(c)(1), conflicts of interest 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 parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract. All perceived and potential conflicts, apparent or real, **MUST** be disclosed to the Nevadaworks representative, John Thurman, by email at jthurman@nevadaworks.com prior to evaluation participation to discuss recusal.

The RFP process is time-consuming and will require you to:

- Attend review group meeting(s);
- Read all proposals;
- Consistently evaluate all proposals in accordance with the evaluation criteria;
- Prepare individual score sheets (provided) for each proposal, complying with scoring instructions and ensuring no mathematical errors exist. If an evaluator does not follow the scoring instructions, Nevadaworks may contact the evaluator for clarification or reject that evaluator's scores altogether.
- Ensure all proposal information, materials, and scores remain confidential; and,
- Return all proposals and completed score sheets to Nevadaworks.

After reading the responsibilities above, please let Nevadaworks know your willingness to participate as a review group member by returning this form. Please sign and fax this form to 775-337-9589 or email to JThurman@nevadaworks.com.

I accept this opportunity to serve as a review group member. I understand and agree to all the responsibilities listed above. I acknowledge access to submitted applicants' proposals and the confidential nature of this material. I will not share or disseminate any information without the express permission of Nevadaworks and agree to return all proposals and information upon request.

Signature

Date

(Print Name)