



Coordinating Workforce Development for Northern Nevada

Date: January 24, 2025
To: Request for Proposal Review Group Members
From: Milt Stewart, CEO
Subject: Standards of Conduct

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 scoring and ranking decision upon appeal.

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 their ability to reach fair and impartial decisions regarding this procurement. Members shall refrain from any private or professional activity that could create a real, perceived or potential conflict of interest. Under the Uniform Guidance at 2 CFR 200.318(c)(1), conflicts of interest 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 any organization considered for a contract. All perceived and potential conflicts, real, perceived or potential, **MUST** be disclosed to the Nevadaworks representative, Milt Stewart, by email at mstewart@nevadaworks.com prior to evaluation participation to discuss recusal.

The RFP process will require you to:

- Attend group meeting(s) via an electronic meeting modality or in person;
- Read all proposals;
- Consistently evaluate all proposals using the evaluation criteria;
- Complete the provided score sheets for each proposal;
- Nevadaworks may contact the evaluator for clarification
- Ensure proposal scoring confidentiality; and,
- Return proposals and completed score sheets.

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 mstewart@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.

I also certify that I have no real, perceived or potential conflicts of interest as defined in this Standards of Conduct instruction.

Signature

Date

(Print Name)