

## CONFLICT OF INTEREST FORM

SOLICITATION #:

SOLICITATION TITLE:

### General Statement of Understanding

The procurement of goods and services by a public body from a private enterprise is a sensitive process governed by law. We must be assured that all public parties involved in the process do nothing to contribute to the “fact” or “appearance” of any impropriety or have a personal interest in the outcome of the procurement. To better make you aware of the sensitivity of public procurements, each individual given access to documents, in any capacity, that are related to a confidential procurement process and that have not yet been made publicly available, will be required to agree and comply with the following statements derived from [Article 6, Ethics in Public Contracting, Virginia Public Procurement Act](#).

In order to satisfy the University’s requirements regarding the Virginia State and Local Government Conflict of Interest Act, any individual given access to procurement documents not yet made publicly available, including the Procurement Services staff member who is handling the procurement, is required to execute the enclosed statement of understanding.

For any persons given access to procurement documents not yet made publicly available, if, after reading the Statement of Understanding, you believe that you may have a conflict of interest due to past or future involvement or engagements with vendors who may or have responded to this solicitation, please describe the situation to the best of your knowledge, in a signed memorandum, and return it to me immediately. Upon receipt, Procurement will review and make a determination as to whether past, present, or future involvement between you and the stated firm(s) would create a conflict. It must be emphasized that this certification on your part is a measure to protect you and the University from potential litigation.

If you have any concerns about this matter; please do not hesitate to contact me at 540-654- .

### Conflict of Interests

The acquisition of goods and services for the Commonwealth of Virginia requires that great care be taken to ensure that all individuals who may have influence in the overall process, have no conflict of interest whereby personal interests interfere or appear to interfere with the performance of fair and impartial public duty. All parties to this Request for Proposal (RFP) must adhere to the ethical standards for public officials and staff and be able to recognize situations that may conflict with ethics laws. State law and policy requires that each involved individual agree to and execute this statement.

I certify that:

1. Neither I, nor any member of my immediate family is a paid officer or director of any firm which may or has responded to this Request for Proposal;
2. Neither I, nor any member of my immediate family, directly owe money to any employee or officer of any firm which may or has responded to this Request for Proposal;
3. Neither I, nor any member of my immediate family, has any funds invested in any firm which may or has responded to this Request for Proposals;
4. Neither I, nor any member of my immediate family, serve in an advisory or evaluation capacity to any firm which may or has responded to this Request for Proposal;
5. Since my employment at the University of Mary Washington, neither I, nor any member of my immediate family, received lodging, entertainment, transportation, money or anything else of value offered by an employee or officer of any firm which may or has responded to this Request for Proposal. (This includes tickets

to sporting events or shows, meals or lodging, gifts, etc.) During and after the procurement process, I will not accept lodging, transportation, money or anything else of value from any employee or officer of any firm which may or has responded to the Request for Proposal; and

**NOTE:** *Exceptions to paragraph 5. must be approved by the CPO and could include acceptance to a meal which is widely offered to many individuals inside and outside the university.*

6. I have not received any compensation from any firm which may or has responded to this Request for Proposal. No member of my immediate family has received compensation, salary or wages in excess of \$10,000 from any firm which may or has responded to this Request for Proposal. Neither I nor any member of my immediate family have a personal interest in a contract as defined in the *State and Local Government Conflict of Interests Act* § 2.2-3100 et seq., expect to benefit or appear to benefit by influencing the outcome of this committee's process.

**NOTE:** *If at any time during the process I find that I or any immediate family member has a personal interest in any firm responding to this Request for Proposal I will notify the Procurement officer responsible for the solicitation of this conflict of interest; and voluntarily remove myself from any further influence in the process.*

#### Required Travel in Conjunction with this Request for Proposal

I understand that all travel arrangements that may become necessary in connection with this procurement will be made through University sources and funding and will not be paid by a firm that has responded to this Request for Proposal.

#### Confidentiality, Ethics, and Communications during the Procurement Period

Confidentiality is a very important part of the process. All documents, correspondence, notes, conversations and electronic mail related to this process are highly confidential and must not be disclosed prior to contract award. Disclosure of information related to the procurement process to an individual or group outside of the evaluation committee or Procurement Services Office via any communication method including but not limited to public forums or social media networks (such as, but not limited to, Facebook or Twitter) will be considered a breach of confidentiality. Commonwealth law and policy requires that each individual is completely objective in arriving at his or her own conclusions in the evaluation process.

All parties to this Request for Proposal must adhere to the ethical standards for public officials and employees. A breach of confidentiality and/or ethics violations may jeopardize the entire process resulting in serious and costly consequences.

Therefore, during the course of this procurement, I understand that **all** communication with firms regarding this Request for Proposal must be handled by the Procurement Services Office, as indicated in the Request for Proposal. I agree not to contact firms responding to this Request for Proposal, and if any of these firms attempt to contact me directly, I agree to refer the firm to the Procurement Services Office. I also agree that the information acquired through this process will not be divulged to anyone outside the panel until after award or intent to award of the contract resulting from this process.

#### Certification of Compliance

I have read this document in its entirety and by my signature below agree to abide by all policies and procedures detailed herein.

Signature:

*Lindsay Fare*

Title:

Name:

Date: