

Conflict of Interest Disclosure Form

RFP Selection Committee Members

General Information

SLCo RFP # _____

All selection committee members must complete this form in full. If at any time during the selection process a potential conflict arises, a new form must be completed. See [Salt Lake County Ordinance § 3.16.110](#) for more information.

Personal Information

First name _____ M.I. _____ Last name _____

Contact Information

Business mailing address _____ Daytime phone # _____

City _____ State _____ ZIP code _____

Employment information

Position _____ Department or Agency _____ Employer _____

Conflict of Interest Disclosures

List any current or potential conflicts you may have. If there are no conflicts, please state that you have no such conflicts. If you have questions, please contact the assigned procurement agent (the person who sent this form to you).

1. RESTRICTED Conflict of Interest

Please specify below **any financial interest you hold, or any member of your household holds**, in any firm, association, partnership, corporation or other business organization, including any subsidiary or related company thereof, that submitted a proposal in response to the RFP. Include:

- Name of the business organization
- Nature of the financial interest (number of shares held, percentage or partnership, etc.)

Financial interest means, but may not be limited to, any direct employment by or direct representation as an agent of any individual, corporation, business entity, organization, or committee associated with the proposer. A financial interest also includes any beneficial ownership of one percent or more of a corporation or other business entity associated with the proposer.

Selection committee members with a restricted conflict of interest must recuse themselves from the committee.

Restricted conflicts of interest:

2. UNRESTRICTED Conflict of Interest

Please specify below **any known political, family, fraternal, social, or other interests or associations** with any members of any firm, association, partnership, corporation, or other business organization, including any subsidiary or related company thereof that submitted a proposal in response to the RFP **which may create the appearance or the actuality of a conflict of interest** between your relationship and your selection committee responsibilities. Include:

- Name of the member and of the business organization
- Nature of the relationship

Please include **any campaign contributions** of more than five hundred dollars (\$500) during the prior calendar year to you or members of your household.

If you have what might be considered a significant unrestricted conflict of interest, you are strongly encouraged to treat the unrestricted conflict as a restricted conflict and recuse yourself from the selection committee. Selection committee members with an unrestricted conflict shall NOT serve as committee members when the contract that could result from the RFP is supported in whole or in part by a federal grant or award. See [Salt Lake County Ordinance § 3.16.110\(E\)](#).

Unrestricted conflicts of interest:

Certification

- I certify that the information on this form, to the best of my knowledge and belief, is true, correct, and accurate.
- I certify that I have made full disclosure of all conflicts of interest, both restricted and unrestricted conflicts, as required by state statute and Salt Lake County Ordinance.
- I will be fair, impartial and act in the best interest of the county in evaluating the proposals submitted in response to this Request for Proposals.
- I understand that all information contained in the proposals and information regarding the evaluation process should not be released or discussed in any manner with other proposers or individuals not involved in the proposal evaluation process.
- I understand that I may be subject to discipline or prosecution if I have omitted or falsified information.

Signature _____ Date _____

Proposals to be evaluated: