



# Contracts and Purchasing Division

## Conflict of Interest Disclosures

### For Personnel Involved in Procurement or Contract Management

In accordance with Texas Government Code 2261.252, State of Texas and TEA policy prohibits employees and technical advisors involved in procurement or contract management from having direct or indirect interests, either financial or otherwise or engage in a business transaction or professional activity that is in substantial conflict with the proper discharge of the employee's or advisor's duties in acting in the best interest of the public. The failure to report conflicts of interest can result in employment related sanctions and possible civil and criminal penalties. (See TEA OP 07-04; Texas Government Code Sec. 572. 051; and Texas Penal Code Ch. 36.)

All TEA employees and technical advisors shall:

1. Use this form to disclose all known or potential conflicts of interest, as specified below, related to the submitted responses for the referenced solicitation or contract.
2. Acknowledge the ongoing obligation to disclose any known or potential conflict of interest at any time during the procurement process or the term of the contract.
3. Acknowledge completion of the non-disclosure form.

|                            |  |        |                      |
|----------------------------|--|--------|----------------------|
| Solicitation/contract name |  | Number |                      |
| Employee name              |  | Title  | Division or employer |

#### Employee Disclosure

Select "Y" (Yes) or "N" (No) for each of the following statements.

- Y  N I am acting of my own accord and am not acting under any duress.
- Y  N I have no preconceived position or personal preference on the relative merit, worth, or standing of any vendor identified as a respondent to this solicitation.
- Y  N I am not currently employed by, nor have I been employed by or received compensation from any respondent or from anyone acting for any respondent.
- Y  N I have received no present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service from any respondent or from anyone acting for any respondent.
- Y  N I do not own or control more than a 1% interest, or more than a \$25,000 pecuniary interest, in any respondent or any known and identified business partner of any respondent.
- Y  N I am not a member of any respondent's governing board.

*If you selected "Y" for all the statements above, continue to the next section.*

*If you selected "N" for any of the statements above, you have a conflict of interest that precludes your work on this solicitation. Skip to the Certification section. Select the "Conflict exists" box, then sign and submit the form.*

#### Disclosure of Family, Professional, or Social Relationship

Family, professional, and social relationships include the following, respectively:

- Spouse; parents; children; siblings and their spouses; nieces and nephews; grandparents; grandchildren and their spouses; great-grandchildren and their spouses; in-laws of the same relation
- Non-TEA employees, such as supervisors or co-workers at another job
- Friends, neighbors, and fellow members of clubs, civic organizations, or religious congregations

Y  N **I have no family, professional, or social relationship with anyone identified as an interested party by any respondent to this solicitation.**

*If you selected "Y," you have completed the form. Skip to the Certification section, sign, and submit.*

*If you selected "N," provide the details requested below. Leave the Certification section blank and forward the form to your supervisor for review.*

Describe your family, professional, or social relationship. What is your connection to the person (for instance, spouse, neighbor, former coworker)? If the relationship is professional or social, how long have you been connected?

#### Certification

Select the box below if you answered "Y" to all the statements above or if your supervisor review indicated no conflict.

**I have no conflict of interest with any identified respondent or any family, professional, or social relationship.**

Select the box below if you answered "N" to any statement above and your supervisor review indicated a conflict.

**A conflict exists with an identified respondent or with one of my family, professional, or social relationship.**

**I have been provided a list of all vendors, their subcontractors and principals, identified as respondents to the above-named solicitation. I agree to immediately update this form to disclose any known changes in pertinent relationships.**

Employee signature and date