

CONFIDENTIALITY AND CONFLICT OF INTEREST STATEMENT

I, _____, having been appointed as an evaluator, called upon for subject matter expertise, or designated to monitor or some other role for the _____ Request for Proposals (RFP), will assist in the development and drafting of the RFP and/or review, evaluation, and scoring of proposals submitted in response to the RFP, and do hereby make the following declarations:

1. I have been informed of the confidential nature of the development and drafting of the RFP as well as the review, evaluation, and scoring of proposals submitted in response to the RFP.
2. I have been advised of the real or potential sensitivity and financial significance of the RFP and the evaluation and scoring of proposals submitted in response to the RFP.
3. I shall not disclose the contents of the RFP, any proposal, other documentation, or proceeding unless specifically authorized by the Bureau of Legal Services.
4. I understand that failure to comply with these confidentiality requirements may result in disciplinary action including: letter of reprimand, temporary suspension from my job without pay, or dismissal from my job.
5. To the best of my knowledge, information, and belief, NONE of the following persons² has any personal, financial, or economic interest in this RFP or in the potential award of a contract issued as a result of this RFP:
 - Myself.
 - Any member of my immediate family.³
 - Any member of my current household.⁴
 - Any entity in which I, a member of my immediate family, or a member of my current household exercises control or holds an ownership interest of twenty-five percent or greater.
 - Any person or entity in which I, a member of my immediate family, or a member of my current household have a substantial economic interest.⁵

² "Person" is hereby defined as an individual or legal entity other than a governmental entity, or an agency thereof.

³ "Immediate family" is hereby defined as your spouse, your children, the spouses of your children, your brothers and their spouses, your sisters and their spouses, your parents, and the parents of your spouse.

⁴ "Household" is hereby defined as two or more individuals living in the same house, apartment, or other place of residence.

⁵ "Substantial economic interest" is hereby defined as an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

(a) The interest that the public servant has in his position, office, rank, salary, per diem, or other matter arising solely from his public employment or office.

(b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.

(c) The interest that a person has as a member of the general public.

- Any person or entity who owes anything of economic value to me, a member of my immediate family, or a member of my current household.
 - Any entity in which I, a member of my immediate family, or a member of my current household hold the position of officer, director, trustee, partner, or employee.
 - Any person or entity who is a party to an existing contract with me, a member of my immediate family, a member of my current household, or an entity in which I exercise control or own an interest of twenty-five percent or greater.
6. No potential contractor has given, paid, loaned, transferred, or delivered or offered to give, pay, loan, transfer, or deliver, directly or indirectly, to me anything of economic value as a gift or gratuity.
 7. I shall disqualify myself from further participation if any of the aforementioned circumstances arise in the future.
 8. I understand that I must comply with the Louisiana Code of Governmental Ethics (La. R.S. 42:1101 *et seq.*).
 9. I shall immediately notify my supervisor if I become aware of any potential or actual conflict of interest, any potential or actual breach of confidentiality, or with any question(s).

By signing below, I acknowledge that I have read and understand the confidentiality and conflict of interest requirements set forth herein.

Signature: _____

Date: _____

Print: _____