

# DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST FORM FOR A&E CONTRACTS

The PROPOSER must identify and describe in detail each conflict of interest.

Use one form for each firm and attach additional documentation as necessary.

- I. Describe in detail the nature of the actual or potential conflict(s) (involving project, personnel, financial advantage, or another item):
  - a) project,
  - b) personnel,
  - c) financial advantage, or
  - d) another item
- II. For **each** actual or potential conflict above, describe in detail the **measures proposed to mitigate or resolve each issue.**
- III. Describe in detail the intended effect of the proposed measures on the actual or potential conflict(s) and how the proposed measures will mitigate or resolve the actual or potential conflict(s):

I, \_\_\_\_\_ (insert name) on behalf of \_\_\_\_\_ (insert co.) declare under penalty of perjury that the information and facts provided above are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Provide name and phone number for a contact person who is authorized to discuss this disclosure form with the Department of Transportation contract personnel.

Name & Title \_\_\_\_\_ Phone \_\_\_\_\_

Solicitation # \_\_\_\_\_ Firm Name \_\_\_\_\_

- - - **The following section is for Caltrans Review Only** - - -

**CALTRANS FUNCTIONAL REVIEWER**

Check the appropriate box and document justification in the comment area for all responses. Attach additional fact sheet as required.

- ☐ I agree with the mitigation/resolution plan as outlined by the Proposer.
- ☐ I do not agree with the mitigation/resolution plan and recommend disqualification (Attach Fact Sheet)
- ☐ I do not agree with the mitigation/resolution plan and propose an alternate mitigation/resolution plan (Attach Fact Sheet)

Comments:

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Date: \_\_\_\_\_

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Caltrans Functional Reviewer Signature

**CALTRANS A&E FACILITATOR, A&E CONTRACTS**

Check the appropriate box and provide comments.

- ☐ I approve the proposed mitigation plan.
- ☐ I do not concur with the mitigation plan. See comments below.

Comments:

*Sample Comment: I approve/disapprove recommendation as proposed.*

*Disapproval is based on (facts here).*

Date: \_\_\_\_\_

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A&E Facilitator, A&E Contracts Approval