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 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 the actual or potential conflict(s):

Signature___________________________________ Date________________________

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

Name & Title_________________________________ Phone _______________________

Solicitation #______________________ Firm Name_________________________________
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 plan as outlined by the Proposer.
☐ I do not agree with the mitigation plan and recommend disqualification (Attach Fact Sheet)
☐ I do not agree with the mitigation plan and propose an alternate mitigation plan (Attach Fact Sheet)

Comments:

___________________________________________________________________________
___________________________________________________________________________

Date: ______________________________
_______________________________________
Caltrans A&E Facilitator, A&E Contracts Signature

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#1: I approve recommendation #2 as proposed.) (Sample Comment#2: The recommendation is incomplete. How will the (specific issue) be resolved when…?)

Date: ______________________________
_______________________________________________
Caltrans Assistant Division Chief, A&E Contracts Approval

Revised 02/03/21