



APPENDIX G

Conflict of Interest Disclosure Certification

As acknowledged in RFP-2017-DCSS-02-REVIE, Review of Child Support Guidelines, Section 1.1. Purpose and Overview, the Department of Health and Human Services' intent is to secure a vendor who will conduct a thorough, fair and impartial review of the Child Support Guidelines. Underlying the goal of successful completion of this procurement is the need to preserve public confidence in both the process and the government agency that is conducting the process.

As such, an individual's present or past participation in specific child support- related litigation must be disclosed to ensure the integrity of the process. Personal involvement in activities that may signify the existence of a potential bias or conflict of interest, or may give the appearance of a bias or conflict of interest, must be properly evaluated in the evaluation process in order to maintain the necessary public confidence in the procurement and to ensure completion of the procurement's goal.

Therefore, the Bidder, any personnel named in Bidder's proposal, and any subcontractors the Bidder proposes to assign to perform services under the contract, must disclose any criminal or civil litigation, within the last ten years, **that involved the enforcement of child support obligations** involving themselves or any member of their immediate family, defined as current spouse, ex-spouse, parent, siblings, and child(ren), or any household member, such as live-in boyfriend or girlfriend and their child(ren). Enforcement litigation of a child support obligation includes, but is not limited to, civil litigation, such as show cause hearings, contempt hearings, and criminal litigation such as criminal contempt and criminal non-support charges.

Mandatory use of this Conflict of Interest Disclosure Certification shall continue post contract award and apply to the Contractor, and any personnel and subcontractors assigned to perform services under the contract. The Contractor shall be responsible for the Certification's completion for all such individuals.

If the Bidder asserts it has no information to disclose in accordance with this requirement, the Bidder shall affirm so by checking this box: and completing the form accordingly.

All information disclosed will be reviewed by the Department and a determination made in accordance with subsection 3.5 of the RFP. Failure to submit a Conflict of Interest Disclosure Certification or the submission of an incomplete or fraudulent Conflict of Interest Disclosure Certification shall disqualify any Bidder.



The following information must be provided:

Name and address of court/agency that addressed the enforcement litigation;

Date(s) of court/agency action;

Docket number/Case Number;

Names of the parties and relationship to Bidder or Bidder's personnel; and

Status of case, explaining type of litigation and providing circumstances of involvement.

I, the below signed, hereby certify that the information contained in this Conflict of Interest Disclosure Certification is true and accurate to the best of my knowledge and belief. I understand that I must immediately complete a new Disclosure Certification upon any change to the requested information.

Date: _____

Printed Name and Title

Signature