

DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES
CONFLICT OF INTEREST CERTIFICATE

Solicitation /RFP#: _____

Solicitation Title: _____

A Conflict of Interest Certificate must be signed and submitted to the Division of Purchases by any person who participates in the review and evaluation of vendor responses to public procurement solicitations whether as a voting member of the evaluation committee or in an advisory capacity. Every person who participates in the evaluation of vendor proposals should conduct his or her personal and business affairs in a manner such that neither a conflict, nor the appearance of a conflict, arises between the interests of the individual and the interests of the State. A "conflict of interest" occurs when an individual's private interest interferes in any way with the interests of the State as a whole. There may be an appearance of a conflict of interest when an objective outside observer could reasonably believe that a conflict exists. It is impractical to conceive of and set forth rules that cover all situations in which a conflict of interest may arise. The basic factor in all conflict of interest situations is, however, the division of loyalty or the perception of a division of loyalty, between the State's best interests and the individual's interests.

I hereby certify that the following statements are true, accurate, and based upon personal knowledge:

1. I was appointed to serve on, or assist in an advisory capacity, the committee which will evaluate vendor responses to the above referenced solicitation; and,
2. I have read and understand Section 3, "Code of Ethics and Professional Behavior", of the Division of Purchases' Procurement Regulations (<http://www.purchasing.ri.gov/RIVIP/publicdocuments/RULES2011/SEC3.pdf>); and,
3. I have read and understand Governor Raimondo's January 16, 2015 Executive Order No. 15-01 "Ethics and Integrity in Government" (http://www.governor.ri.gov/documents/orders/ExecOrder15-01_01062015.pdf); and,
4. In performing my duties with said evaluation committee I shall adhere to the highest standards of ethical conduct; respect the public trust and the rights of all persons; be open, accountable and responsive; avoid the appearance of impropriety; keep all information considered by the evaluation committee and any discussions, votes and recommendations of the evaluation committee strictly confidential; and, not use my position or the information considered by the evaluation committee for private gain or advantage; and,
5. I shall promptly disclose to the Chief Purchasing Officer and State Purchasing Agent any conflict of interest which exists or arises from service with the evaluation committee which may lead to an appearance of impropriety or disqualify me from said service.

Signature

Print Name

Job Title
Date: _____

Department/Agency