

Financial Disclosures and Conflicts of Interest

The Financial Disclosures and Conflicts of Interest form ("form") must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are ~~steps~~ ^{steps} to this form and each must be completed as instructed in the step heading and within the step. A bid, offer, or proposal that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating ~~the~~ ^{the} bid, offer, or proposal or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing ~~entities~~ ^{entities} provide an update ~~at the end of~~ ^{at the end of}

Vendor's Parent Entity(ies) (show 100% ownership)

Subcontractor(s) >\$50,000

Subcontractor's Parent Entity(ies) > \$50,000

Project Name: _____

Procurement Bulletin Reference #: _____

Vendor Name: _____

Doing Business As (DBA): _____

Disclosing Entity Name _____

Disclosing Entity's Parent Entity: _____

Instrument of Ownership or Beneficial Interest (check one):

- Sole Proprietorship
 - Corporate Stock (~~C~~orporation, ~~S~~corporation, Professional Corporation, Service Corporation)
 - Limited Liability Company Membership Agreement (Series LLC, ~~LLP~~ Limited Liability Partnership)
 - Partnership Agreement (General Partnership, Limited Partnership, Limited Liability Partnership, ~~LLP~~ Limited Liability Limited Partnership)
 - Not-for-Profit
 - Trust Agreement (Beneficiary)
 - Other
- If you selected Other, please describe: _____.

STEP 1
SUPPORTING DOCUMENTATION SUBMITTAL

STEP 2

DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS

(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)

(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Complete either Option A (for all entities other than ~~not~~ for-profits) or Option B (for ~~not~~ for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A Ownership Share and Distributive Income

Ownership Share If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE X			
Name	Address	Percentage of Ownership	\$ Value of Ownership

Distributive Income If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor's total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE Y			
Name	Address	% of Distributive Income	\$ Value of Distributive Income

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.
 Yes No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity. Yes No

OPTION B Disclosure of Board of Directors (Not-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE Z

STEP 3

STEP 5

POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS

STEP 7

POTENTIAL CONFLICTS OF INTEREST RELATING TO DEBARMENT & LEGAL PROCEEDINGS

(Complete only if bid, offer, or contract has an annual value over \$50,000)

(Subcontractors with subcontract annual value of more than \$50,000 must complete)