

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 _____

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

CALTRANS A&E FACILITATOR, A&E CONTRACTS

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

CALTRANS ASSISTANT DIVISION CHIEF, 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#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