**Suggested Form for inclusion in Tender Documents:**

**Conflicts of Interest Declaration**

The Authority understands that conflicts of interest may arise in connection with this competition. The Authority considers that, in the context of this tender, the following circumstances may amount to a conflict ifappropriate mitigation steps are not taken:

1. if any director, senior manager or other person employed by the Bidder, its Members or a Parent Company, is involved in the Bidder’s bid and has within the last 2 years been employed by or worked as a consultant or otherwise (including as a professional advisor) for, or is related to, any officer of the Authority; or

1. if the Bidder, its Members or a Parent Company, is an incumbent provider of services to the Authority or has provided services to the Authority within the last two years.

If you are, or become aware of these identified conflicts or any other potential conflicts of interest that might affect your bid or organisation, you must notify the Authority of the potential conflict and explain the impact you consider such conflict may have on your bid or organisation.

A potential conflict of interest will not automatically preclude an organisation from submitting a bid, providing that the organisation has developed a mitigation strategy and has explained how the adoption of this strategy will prevent the conflict occurring, or mitigate the impact of the conflict on their bid or organisation, to the satisfaction of the Authority. The strategy must be proportionate and appropriate to the risk involved and may include:

* If practical, physical separation of staff and management involved in delivering business as usual services to the authority from the bid team. Where this is not possible or where staff and/or managers are working on both business as usual on behalf of the Authority and on their organisation’s bid, certain protocols may be implemented to ensure no conflict of interest arises as a result of this situation. Such protocols may include:
  + Not discussing bidding matters in current operational meetings, conversations or correspondence with the Authority;
  + Not discussing bidding matters with 3rd parties or subcontractors without obtaining written permission from the MCA to do so;
  + Recording meetings through minute taking; and
  + Outlining any areas where information/staff separation can be achieved; (ad hoc offsite office accommodation, separation of core daily operations, separate filing systems (hard/soft copies) within the company).
* Measures for the protection of information.
* All records associated with the bidding or, if applicable, with operational matters, being retained for at least six years following contract award.

Upon being notified of a potential conflict of interest, the authority will engage with the bidder in question to offer more specific guidance on what constitutes acceptable mitigation measures.

The Authority will determine whether the measures outlined by the Bidder are sufficiently robust to mitigate the identified conflict. Failure to declare any actual or potential conflict and/or failure to address such conflicts to the satisfaction of the Authority could result in a Bidder being disqualified from the procurement process.

Are you are aware of any conflict(s) of interest, which may arise in connection with this competition?

Yes ❑ If yes, you must provide an appropriate mitigation strategy, sign the form and

return it to [AviationPMO@mcga.gov.uk](mailto:AviationPMO@mcga.gov.uk).

No ❑ If no, please sign the form and return it to [AviationPMO@mcga.gov.uk](mailto:AviationPMO@mcga.gov.uk).

Name:

Position held:

Signature:

Date: