[Guidance Note:

This Conflict of Interest declaration template aligns with the published template included within Procurement Policy Note Guidance 04/21: Applying Exclusions in Public Procurement, Managing Conflicts of Interest and Whistleblowing published by the Cabinet Office. By using this form DgC is consistent with the standard required by the procurement policy across government.

This form places greater expectation on individuals to highlight their own potential, perceived, or actual conflicts of interest during the lifecycle of any procurement activity. An individual is best placed to make this assessment for themselves, rather than a central procurement or contract manager. But DgC personnel, along with guidance published, can provide support to individuals when considering their situation.

Please read this document before using and follow the instructions below, prior to use.

* select “Open in Desktop App”
* Save a copy of this form in your procurement or project folders.
* The requester needs to ensure that this form is completed, to aid the easy completion by individuals who are required to undertake this due to their involvement with a commercial activity.
* For procurement or contract management activities led by DgC, please ensure that the highlighted text within the square brackets is completed prior to being sent to the customer or stakeholder.
* Also prior to sending, it is recommended to delete these guidance notes.
* If the use of wet or electronic signatures is difficult for users to apply, then the complete form can be emailed back from the individual’s email account and this may be accepted as ‘signed off’. In that case, the associated email should be retained with the completed form.]

Evaluator Guidance

Do:

* Carefully consider your scoring.
* Write rationales for every question you score.
* Keep all of your evaluation information confidential.
* Report any approaches made to you by applicants/ tenderers to your Procurement Manager.

Do Not:

* Make any contact with applicants/tenderers outside of the eTendering messaging system.
* Discuss your evaluation or the scoring with anyone outside the evaluation team.
* Divulge your results to anyone outside the evaluation team.
* Express views on the tenders to anyone other than colleagues on the Technical Evaluation Team.
* Introduce into the evaluation any information that might give rise to subjective bias, e.g. your impressions of a tenderer gained through other parties or through previous experience. Any such relevant issues shall be discussed separately between members of the Technical Evaluation Panel. Discuss with potential providers their proposals, other than through the formal channels established by Network Procurement. Any major concerns, e.g. adverse press coverage, industry rumours shall be discussed separately with the tenderer, who will be given the opportunity to state their version of events.

**Conflicts of Interest Declaration**

Please complete the declaration for the [ *insert title of procurement, commercial, or relevant activity that the potential for conflicts must be checked for. select appropriate route for procurement, e.g. Single Tender Action/competed opportunity*] [*insert project reference and name*].

**Introduction**

This Declaration Form is intended to capture conflicts of interest relating to individuals involved in the aforementioned procurement in order to avoid any distortion of competition and to ensure equal treatment of all companies seeking to do business with the Contracting Authority.

Involvement, in the context of conflicts of interest, may relate to any stage in the commercial lifecycle including preparation and planning, publication, selection and award and contract implementation.

Individuals must avoid placing themselves in a position where there is a conflict between their personal and/or outside interest and their official duties in a procurement and must comply with internal policy relating to gifts, hospitality and conflicts of interest at all times.

Examples of conflicts of interest may include, but are not restricted to:

* if you are a current or previous employee of a company, or have a member of your family, your partner (married, civil partnership or not), your siblings, your children, or any close personal or professional relationships that are an employee of a company, that is seeking to do business with the Contracting Authority.
* if you, or a member of your family/friends (as set out above), has a financial interest in a company that is seeking to do business with the Contracting Authority.
* if you, or a member of your family/friends (as set out above), has a financial relationship of any kind with a company seeking to do business with a Contracting Authority.

This is a non-exhaustive list of examples and it is your responsibility to ensure that any and all actual, potential or perceived conflicts are disclosed prior to you being involved in the procurement.

If you are unsure whether your current or previous relationship or involvement with a company that is seeking to do business with the Contracting Authority constitutes a conflict of interest, you should seek advice from an Authorised Individual / DgC commercial contact.

stated below.

This Form also includes a requirement for individuals involved in the procurement to treat information (including but not restricted to bid documents, supplier evaluations etc.) with the appropriate level of confidentiality, and not make any unauthorised disclosures of this information.

All individuals with access to procurement information must sign this Form.

This COI declaration does not change the Conflicts of Interest Declaration process you must follow within your organisations.

**Authorised Individuals**

Authorised Individuals are responsible for managing the disclosure of procurement information and conflicts of interest. The Authorised Individuals for the procurement are:

[insert name and title of accountable officer and any person(s) to whom management has been delegated Eg Procurement lead]

If conflicts of interest arise at any time during the commercial lifecycle, an Authorised Individual must be notified. Any disclosure of procurement information must also be approved by an Authorised Individual prior to disclosure.

Statements

1. I acknowledge that my official duties cause me to have access to documents or data pertaining to the above procurement. I am aware that unauthorised disclosure of information could damage the integrity of the procurement and that transmission or revelation of such information to unauthorised persons will subject me to disciplinary action.
2. I will not divulge, publish or reveal by word, conduct, or any other means such information or knowledge, except as necessary to do so in the performance of my official duties related to this procurement and in accordance with the laws of the United Kingdom, unless specially authorised in writing in each and every case by an Authorised Individual of the Contracting Authority.
3. I acknowledge that the information I receive will be given only to persons specifically granted access to the procurement, and it may not be further divulged without specific prior written approval from an Authorised Individual.
4. If at any time during the procurement my participation might result in an actual, potential or perceived conflict of interest, I will immediately report the circumstances to the appropriate Authorised Individual.

**Declaration Guidance**

**Declaration A** should be signed if there are no actual, potential or perceived conflicts of interest.

**Declaration B** should be signed if there are actual, potential or perceived conflicts of interest. The conflicts of interest and mitigation must be stated in Appendix 1 below, as must the role that the individual will be carrying out (where appropriate) within the procurement. An Authorised Individual must also sign Declaration B to confirm that they accept that appropriate mitigations have been put in place.

**Declaration A (if no conflicts of interest)**

By signing this Form, I declare that I have read and accept the Statements above, and that there are no conflicts of interest of any nature which would prevent me from participating in the aforementioned procurement.

If any actual, potential or perceived conflicts of interest arise in the future, I will inform an Authorised Individual immediately.

Name:

Job Title: Organisation / Department:

Signature: Date:

**Declaration B (if actual, potential of perceived conflicts of interest)**

By signing this Form, I confirm that the conflicts of interest in Appendix 1 have been mitigated appropriately to allow me to participate in a suitable role within the procurement.

If any other actual, potential or perceived conflicts of interest arise in the future, I will inform an Authorised Individual immediately.

Name:

Job Title: Organisation / Department:

Signature: Date:

**Appendix 1**

My conflict(s) of interest, including mitigations, is/are:

Conflict of interest [insert text]

Mitigation [insert text]

[Delete as appropriate]

Therefore, my role in the procurement will be [briefly describe role]

OR

Therefore, I will not have a role in the procurement.

**Authorised Individual**

By signing this Form, I confirm that the conflicts of interest in Appendix 1 have been mitigated appropriately, and therefore the individual’s role in the procurement, also stated in Appendix 1, is appropriate.

Name:

Job Title: Organisation / Department:

Signature: Date: