

## Conflicts of Interest Declaration

Please complete the declaration for the purchase of a Utility Terrain Vehicle (UTV) for The Lizard National Nature Reserve (NNR) for the Lizard Species Recovery Programme (SRP) project via Contract Finder.

(For a Grant Competition, where the term 'procurement' appears in this document, you can extend the meaning to include grants).

### Introduction

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

For a procurement, 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.

For a grant, involvement (in the context of conflicts of interest) may relate to any stage in the Grant Lifecycle including design and development – market engagement, application assessment, award, performance monitoring and final evaluation.

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 an organisation, 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 an organisation, 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 an organisation 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 an organisation seeking to do business with a Contracting Authority.

This is a non-exhaustive list of examples, and it is your responsibility to ensure that 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 an organisation 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 as outlined below.

This Form also includes a requirement for individuals involved in the procurement to treat information (including but not restricted to bid documents, bidder / organisation 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:

- Sarah Board: Lead Advisor – Lizard Species Recovery Project
- David Appleton: Resilient Landscapes and Seas signatory for over £25k

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 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 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 procurement.

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

Name: Sarah Board

Job Title: Lead Advisor – Lizard Species Recovery Project

Organisation / Department: Natural England, Lizard NNR, Area 12 Devon, Cornwall and Isles of Scilly



Signature:

Date: 11/09/2023

**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 procurement.

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

Name: David Appleton

Job Title: Manager - SGA

Organisation / Department: Natural England



Signature:

Date: 11/09/2023

**Declaration B (if actual, potential or 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: