



RFP 3178 Exhibit A
City of Lynnwood – Conflict of Interest / Non-Disclosure Form

Project Title: Permit Tracking Software RFP #: 3178

The consultant being contracted must check one of the boxes on the worksheet below.

See page 2 for clarification and definitions of terms listed below

_____ (company name) has no known or actual, potential, or reasonably perceived, financial or other interest in the outcome of the project.

or

_____ (company name) has a potential or reasonably perceived financial or other interest in the outcome of the project as described here:

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:

or

_____ (company name) has an actual financial or other interest in the outcome of the project as described here:

What does “financial interest” mean?

If a firm, or employee of that firm working on the Project (or a member of the employee’s household), will/may/may be perceived to receive or lose private income depending on the work product associated with the Project, this must be listed as a financial interest. An example would be ownership in land affected by preparation of an environmental impact statement. It would not mean the possibility of further contractual services beyond the immediate Project.

What does “other interest” mean?

If a firm, or employee of that firm working on the Project (or a member of the employee’s household) has/may have/may be perceived to have political, legal or any other interests that will affect what goes into the substantive content of the Project, or will be/may be/may be perceived to be affected by the substantive content of the Project, this must be listed as an other interest.

What does “potential or perceived” interest mean?

If a firm, or employee of that firm working on the Project (or a member of the employee’s household) has a financial or other interest that may affect (or could be reasonably perceived to affect) what goes into the substantive content of the Project, or may be affected by (or could be reasonably perceived to be affected by) the substantive content of the Project, this must be listed as a potential or perceived interest. The consultant must explain a plan for eliminating any/all potential conflicts of interest or mitigating any reasonably perceived conflicts of interest.

What does “reasonably” mean?

This means where most reasonable people looking at the same circumstances would hold the same perception.

What does “outcome of the project” mean?

The outcome of the project includes any decisions or judgments (or any influence on them) affecting what goes into the substantive content of the Project, or any influence on the decisions or judgments made by the Agency.