

**PLEDGE REGARDING CONFLICT OF INTEREST AND
PROPOSER COMMUNICATIONS**

Deferred Compensation Plan

2017 Request for Proposal for FDIC-Insured Savings Account

As a participant in either the evaluation or decision-making process for the above-referenced procurement process, I hereby assert the following:

1. I recognize it is my responsibility to act in accordance with ethical standards to assure the integrity of this Request for Proposal (RFP) development and execution process and to provide a fair and objective process for interested vendors by (a) making decisions in the best interests of the City's Deferred Compensation Plan and its participants using only the Board's adopted policies relative to procurements as well as the specific criteria set forth in the RFP, and (b) developing or considering the designated review panel's evaluation and recommendations based on the information contained in vendor proposals, without regard to any other factor.
2. I do not have a financial or other interest, nor does any member of my immediately family¹ have a financial or other interest, in the outcome of this selection process or any proposer or known subcontractor or their representatives.
3. I will bring to the attention of the Board of Deferred Compensation Administration and its staff any potential conflict of interest matter, including but not limited to conflict of current or previous employment or business relationships with a proposer or known subcontractor, immediately upon becoming aware of such matter and will withdraw from the selection process and comply with applicable legal requirements which may include, among other things, complete withdrawal from the selection process should I have a conflict of interest.
4. I agree that, effective **October 17, 2017**, I will not meet or otherwise communicate privately with employees, representatives or registered lobbyists of any actual or potential bidder regarding this RFP through the rendering of a final contract award, with the purpose or result of engaging in a conversation materially related to the vendor's securing business from the City's Plan. I understand that this provision does not limit my ability to acquire information from or otherwise communicate with staff.
5. If participating in the evaluation of vendor proposals as part of a rating panel, I agree to maintain strict confidentiality of the proposal evaluation and rating and the security of all documents pertaining thereto, and not to hold discussions nor divulge/accept information on any aspect of the evaluation of proposals outside the authorized participants in the proposal evaluation process.

Board/Staff Member Signature:

Signed: _____ Date _____

Name: _____
(Print)

¹ The term "immediate family" includes but is not limited to those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.