

Deferred Compensation Plan
2010/11 Request for Proposal for Plan Administration
CONFLICT OF INTEREST & EVALUATION CONFIDENTIALITY CERTIFICATION

As a participant in the evaluation and decision-making process for the above-referenced 2010/2011 Request for Proposal (RFP) for third-party-administrative services for the Deferred Compensation Plan, I hereby assert the following:

1. I recognize it is my responsibility to safeguard the trust of Plan participants, assure the integrity of this Request for Proposal, provide a fair and equitable process for interested vendors, and make decisions based strictly on what is in the best interests of the Plan and its participants and the information contained in vendor proposals, without regard to any other factor.
2. I do not have a financial or other interest¹, nor does any member of my immediately family² have a financial or other interest, in the outcome of this selection process.
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.
4. I agree that I have not met nor will meet or otherwise communicate(d) 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 any actual/potential bidder pursuant to procedures provided for in the RFP.
5. To the extent provided for in the RFP and consistent with applicable State and local law, I agree to maintain strict confidentiality of the proposal evaluation and selection proceedings 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 "financial or other interest" includes but is not limited to: (1) Any direct or indirect financial interest in the specific contract or proposal, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward; (2) Any of the following interests in the Proposer's ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.

² 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.