



**City of Phoenix**  
**Solicitation Conflict and Transparency Disclosure Form**

All questions must be answered or your bid or proposal will be non-responsive.

1. Name of person submitting this disclosure form.

First: \_\_\_\_\_ M.I. \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

2. Contract information.

a) Solicitation # or Name: \_\_\_\_\_

3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the contract).

4. List any individual(s) or entity(ies) that is a partner, parent, joint venture, or subsidiary entity(ies) of the individual or entity listed in Question 3.

- Not applicable. Contracting party(ies) does not have partner, parent, joint venture, or subsidiary entities.
- Names of partner, parent, joint venture or subsidiary entities, and all board members, executive committee members, and officers of each entity:

5. List any individuals or entities that will be subcontractors on this contract.

- Not applicable. No subcontracts will be retained for this contract.
- Subcontractors may be retained, but have not been selected at the time of this submission.
- List of subcontracts, including the name of the owner(s), and business name:

6. List any attorneys, lobbyist, or consultants retained by any individuals listed in Question 3, 4, or 5 to assist in seeking this contract.

- Not applicable. No attorneys, lobbyists, or consultants have been retained to assist in seeking this contract.
- List of attorneys, lobbyist, or consultants retained to assist in seeking this contract:



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**8. Disclosure of conflict of interest.**

Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under Section 43-34 of the City Code or A.R.S. 38-501 et. seq.?

- I am not aware of any conflict(s) of interest under Section 43-34 of the City Code.  
 I am aware of the following conflict(s) of interest:

**Notice Regarding Prohibited Interest in Contracts.**

Please be aware, State Law and the City’s Charter and Code prohibits public officers or employees as well as their close relatives and any businesses they or their relatives own from (1) representing any person or business for compensation or (2) doing business with the City by any means than through a formal procurement; or (3) doing business with the City without disclosing the interest. The prohibition extends to subcontracts on City contracts, and would also apply to parent, subsidiary or partner businesses owned by the member of the board or commission and their family. A.R.S. Section 38-501 et. seq., for more information (City Charter, Chapter 11, Section 1 applies the state law for conflict of interest to city employees).

Please note that any contract in place at the time the applicant becomes a City officer may remain in effect, but cannot be amended, extended, modified, or changed in any manner during the officer’s City service.

**Acknowledgements**

**1. Solicitation Transparency Policy - No Contact with City Officials or Staff during Contract Evaluation**

- I understand that a person or entity who seeks or applies for a city contract or any other person acting on behalf of that person or entity is prohibited from contacting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualification (RFQ), or other solicitation has been released.

This no-contact provision shall conclude when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision set out in Section 43-34 & 43-36 of the City Code by respondents, or their agents, may lead to **disqualification**.

**Oath**

- I swear or affirm that the statements contained in this Form, including any attachments, to the best of my knowledge are belief are true, correct, and complete.

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name or DBA: \_\_\_\_\_ Date: \_\_\_\_\_

**Modified: 06/2016 (jmk)**