

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

TO: Workforce Alliance, Inc. Vendors
FROM: Workforce Alliance, Inc.
RE: Conflict of Interest Disclosure

To avoid a conflict of interest, all vendors who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any Workforce Alliance, Inc. (Alliance) or Palm Beach Workforce Development Consortium (Consortium) staff member or Alliance Board, Alliance Committee or Consortium member must clearly disclose such a relationship by completing and submitting this form when submitting a bid/submittal/quote/proposal (quote) to Alliance. For purposes of this procedure, vendor, contractor and subrecipient are the same.

Financial or family relationships with vendors will disqualify an Alliance or Consortium staff member or Alliance Board, Alliance Committee or Consortium member from participating in the discussion and voting to fund quotes and will also disqualify any individual from evaluating quotes. Contracts with an organization or individual represented on the Alliance Board of Directors must be approved by a two-thirds vote of the entire Alliance Board, and the Alliance Board member who could benefit financially from the transaction must abstain from voting on the contract. Contracts equal to or greater than \$25,000 with an Alliance Board member or other person or entity who could benefit financially from the contract as defined in paragraph Section 112.312(2), F.S. must be reviewed by the Agency For Workforce Innovation and approved by Workforce Florida, Inc. **If the work/services or product provided in the quote requires prior approval of the Alliance Board of Directors and impacts the Alliance’s ability to perform its duties/tasks in a timely manner or in the event of an emergency as determined by the President/CEO, the quote submitted by the vendor who has a conflict of interest relationship will not be considered by Alliance.**

In the space provided below, please identify any such relationships as defined in Section 112.3143, F.S. or verify that none exist at this time.

<u>Name of Person</u>	<u>Relationship To You</u>	<u>Relationship To Alliance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ **Yes**, a relationship exists as defined in Section 112.3143, F.S.;
OR
_____ At this time, I do not have a relationship as defined in Section 112.3143, F.S.

Printed Name of Vendor

Signature of Vendor

Date

Note any person who files an action protesting a decision or intended decision pertaining to contracts administered by Alliance shall follow the requirements of Alliance’s Procurement, Contract Award and Provider Protests policy which states any protest of a contract award following the termination of a procurement process must be filed in writing and delivered to the Alliance President/CEO within seventy two hours of the publication of the award. The Alliance President/CEO’s address is 315 South Dixie Highway, Suite 102, West Palm Beach, Florida 33401 and e-mail address is kschmidt@pbcalliance.com. The time of the publication of the award shall be the date at which notice of the award is published by Alliance (the date at the top of this letter). Failure to file within seventy two hours of the publication of the award shall constitute a waiver of all rights and no other opportunity to protest the award of the contract will be considered. **You may obtain a copy of Alliance’s Procurement, Contract Award and Provider Protests policy on the Alliance website at pbcalliance.com. Click on the link “Doing Business With Us”. Then scroll down the drop down menu and open the document named “Alliance Procurement, Contract Award and Provider Protests Policy”. You may also obtain a hard copy of the Alliance Procurement, Contract Award and Provider Protests Policy by contacting the Alliance President/CEO at (561) 340-1061, Ext. 2201 or kschmidt@pbcalliance.com.**