
Standard Operating Procedure: **Competitive Bid, Confidentiality and Conflict of Interest Acknowledgement**

Approval Authority: **Director, Procurement Services**

Effective Date: **August 24, 2009**

Application

This SOP is subject to the University Policy on the Procurement of Goods and Services.

This SOP applies to all evaluation team members, project sponsor or any other individual who is privy to confidential or competitive information associated with a Competitive Bid to protect the integrity of the process.

Definitions

Confidentiality: An ethical principle associated with information or communication provided by a supplier in a Competitive Bid submission, that is "privileged" and cannot be discussed or divulged to third parties outside of the Competitive Bid process. This information must remain confidential to individuals involved in any aspect of a Competitive Bid process at any time, including after an award (if any) has been made, except as required by the University or under law.

Conflict of Interest: A conflict of interest exists when there is a divergence between an employee's personal interests and his or her professional obligations to the University as an employee. The standard that will be applied to determine whether a conflict of interest exists is that of an independent observer who might reasonably question whether the employee's actions or decisions are determined by considerations of, or result in, personal gain, financial or otherwise, or benefit to related persons. [Reference: University **Conflict of Interest Policy and Guidelines for Employees.**]

Process

1. The evaluation team, project sponsor or anyone else privy to confidential or competitive information is required to sign a [Confidentiality and Conflict of Interest Acknowledgement](#) for each Competitive Bid.
2. This document must be signed by the individuals identified above prior to participating in any Competitive Bid process.
3. The Director, Procurement Services will sign this document and retain it in the Competitive Bid file for audit purposes.

Note: If an individual identifies a potential conflict of interest, the individual must declare the conflict of interest to the Director, Procurement Services prior to proceeding, or must remove him/herself from further participation in the Competitive Bid process.