

**DHH CONFIDENTIALITY AND CONFLICT OF INTEREST STATEMENT  
FOR DEVELOPMENT AND DRAFTING OF RFP**

I, \_\_\_\_\_, as an employee of the \_\_\_\_\_, may be called upon for Subject Matter Expertise or another role in relation to Request for Proposals (RFP) for the *Statewide Managed Care Organization of the Louisiana Managed Long Term Supports and Services* development and drafting, and I do hereby make the following declarations:

**CONFIDENTIALITY STATEMENT**

1. I have been informed of the confidential nature of this Request for Proposals (RFP) and advised of the real or potential sensitivity and financial significance of the RFP.
2. Being so advised, I agree to maintain in strictest confidentiality, disclosing to no one except as may be subsequently specifically authorized in an official capacity, the contents of the RFP or other documentation or verbal proceedings to which I may become privy.
3. I understand the actions which may result from non-compliance with these confidentiality requirements may include: letter of reprimand, temporary suspension from my job without pay, or dismissal from my job.

**CONFLICT OF INTEREST STATEMENT**

1. To the best of my knowledge, information, and belief, NONE of the following persons have any personal, financial, or economic interest in this RFP or in the potential award of a contract issue as a result of this RFP:
  - Myself.
  - Any member of my immediate family.<sup>i</sup>
  - Any member of my current household.
  - Any entity in which I or any member(s) of my immediate family or any member(s) of my current household exercises control or holds an ownership interest of twenty-five percent or greater.
  - Any person<sup>ii</sup> or entity in which I or any member(s) of my immediate family or any member(s) of my current household have a substantial economic interest.<sup>iii</sup>
  - Any person or entity who owes anything of economic value to me or a member of my immediate family or a member of my current household.
  - Any entity in which I or a member of my immediate family or a member of my current household hold the position of officer, director, trustee, partner or employee.
  - Any person or entity who is a party to an existing contract with me, with my immediate family member, with my current household member, or with any legal entity in which I exercise control or own an interest of twenty-five percent or greater.
2. I have not been approached or contacted by any potential or current contractor with a proposal, or proposition or solicitation which could be construed as an offer resulting in personal, financial or economic gain (including offers of employment) which could affect my development, review or assistance in the drafting of the RFP.
3. Should any of the aforementioned circumstances occur after the signing of these declarations, I shall disqualify myself from further participation while maintaining my pledge of confidentiality.

I have read the above and understand this confidentiality and conflict of interest statement.

I understand that as a state employee, I must comply with the Louisiana Code of Governmental Ethics (La. R.S. 42:1101 *et seq.*).

I agree to immediately advise my supervisor as soon as I become aware of any potential or actual conflict of interest, any potential or actual breach of confidentiality or with any question(s).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Acknowledgment of Supervisor as to Employee's Completion of Form:

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Printed Name: \_\_\_\_\_

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<sup>i</sup> "Immediate family" is hereby defined as your spouse, your children, the spouses of your children, your brothers and their spouses, your sisters and their spouses, your parents, and the parents of your spouse.

<sup>ii</sup> "Person" is hereby defined as an individual or legal entity other than a governmental entity, or an agency thereof.

<sup>iii</sup> "Substantial economic interest" is hereby defined as an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

(a) The interest that the public servant has in his position, office, rank, salary, per diem, or other matter arising solely from his public employment or office.

(b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.

(c) The interest that a person has as a member of the general public.