CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

2755 Highway 43, Kemptville, Ontario K0G 1J0
phone: 613-258-7757 toll free: 1-800-443-4562
www.cdsbeo.on.ca

Appendix E: Evaluation Team Conflict of Interest Declaration

Evaluation Team Conflict of Interest Declaration

to be completed by each procurement evaluation team member

RE: [RFP Number and Title]

In accordance with the Purchasing Administrative Procedure, Section 1.0 Supply Chain Code of Ethics, the Catholic District School Board of Eastern Ontario (CDSBEO) must consider any conflicts of interest during procurement activities.

I have read the Supply Chain Code of Ethics (attached) and understand the expectations for ethical conduct. Consistent with the Supply Chain Code of Ethics, I am capable of identifying a situation that constitutes a Conflict of Interest, such as but not limited to:

I. Engaging in outside employment;

II. Not disclosing an existing relationship that may be perceived as being a real or apparent influence on my objectivity in carrying out an official role;

III. Providing assistance or advice to a particular vendor participating in a competitive bid;

IV. Having an ownership, investment interest, or compensation arrangement with any entity participating in the bid process with the organization;

V. Having access to confidential information related to the procurement initiative; and

VI. Accepting favours or gratuities from those doing business with the organization.

I agree to abide by Supply Chain Code of Ethics and the CDSBEO's Procurement Policies and Procedures in all of my procurement activities. I declare that there are no actual or potential conflicts of interest arising out of my participating in procurement activities, except for the following:

1. _____

_____

2. _____

_____

_____ _____ _____

Signature Print Name Date

SUPPLY CHAIN CODE OF ETHICS

Goal: To ensure an ethical, professional and accountable BPS supply chain

I. Personal Integrity and Professionalism

Individuals involved with supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and vendors. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

II. Accountability & Transparency

Supply chain activities must be open and accountable. In particular, purchasing and contracting activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III. Compliance & Continuous Improvement

Individuals involved with purchasing or other supply chain activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.