



Conflict of Interest and Non-Disclosure Agreement

To be completed by each procurement evaluation team member.

PROJECT NAME AND NUMBER: _____

Instructions: This declaration is to be read and signed by each employee prior to taking part in a procurement evaluation process. It will be retained with related bid documents in Purchasing's files for a period of 7 years.

The Broader Public Sector Supply Chain Guidelines Version 1.0 requires: 1) that all participants in a procurement evaluation be aware of and abide by the restrictions related to confidential information shared through the competitive bidding process; 2) that evaluators refrain from engaging in any activity that may create or appear to create a conflict of interest; and 3) that evaluations be conducted in a fair and consistent manner in accordance with evaluation criteria and methodology set out in the procurement documents.

- 1) I acknowledge that I will acquire certain knowledge, written or oral information, which is non-public, confidential, or proprietary to the proponents responding to a Request for Proposal, Quote or Tender. I agree that I will keep all information confidential, unless required by law or in the course of the procurement process to be disclosed. I will not use the information directly or indirectly for any purpose other than to gather requirements, develop RFP content, evaluate proposals or advise Lakehead University regarding the selection of the successful proponent in the procurement process.
- 2) I will not make public or disclose any confidential information related to the bid submission document, proponent evaluations, or interviews without the prior written approval of Lakehead University.
- 3) I will refrain from engaging in activities that may create or appear to create a conflict of interest. A Conflict of Interest occurs when there is an actual, perceived or potential discrepancy between a) an individual's interest or benefit and b) his or her obligations to the University or the University's interests.
- 4) I declare that there is no Conflict of Interest in fulfilling my role on the evaluation committee and that I am capable of identifying a situation that constitutes a Conflict of Interest such as, but not limited to:
 - a. Engaging in outside employment that may be perceived as being a real or apparent influence on my objectivity in carrying out an official role;
 - b. 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;



- c. Providing assistance or advice to a particular vendor participating in a competitive bid;
 - d. Having an ownership, investment interest, compensation arrangement or any other pecuniary interest, directly or indirectly, with any entity participating in the bid process with the organization. For the purposes of this provision, a person has an indirectly pecuniary interest if that person's spouse, parent, parent-in-law, sibling, sibling-in-law, child, or child-in-law has one of the interests listed above;
 - e. Having access to confidential information related to the procurement initiative;
 - f. Accepting favours or gratuities from those doing business with the organization. Gifts, other than items of very small intrinsic value, should not be accepted e.g. calendar or pen; and
 - g. Excessive Hospitality. Hospitality is a standard business practice. Hospitality should not exceed the level that the University would reciprocate and be limited to existing business relationships.
- 5) In the case of a possible conflict of interest the affected evaluator must inform the Purchasing Manager in writing. The evaluator may choose to declare a conflict of interest and withdraw from the evaluation process or request that the circumstances be reviewed by the Vice-President (Administration & Finance). The Vice-President (Administration & Finance) will make the final decision on the evaluator's participation in the procurement process.

Declaration

I have read the above and understand the restrictions related to confidential information that I will receive as a participant in this evaluation process and the nature of a conflict of interest and will conduct a complete, comprehensive, fair and impartial evaluation for all Contractor(s) and/or Proponent(s). I understand that the evaluation will be based on the criteria that have been established in the bid documents and that the evaluation must be factual and fully defensible and may be subject to disclosure under Freedom of Information Legislation.

Signature

Date

Name (Please Print)



Supply Chain Code of Ethics

Introduction

To ensure an ethical, professional, and accountable Broader Public Sector (BPS) supply chain process is adhered to, this supply chain code of ethics is integral to Lakehead University's procurement of goods and services.

Personal Integrity and Professionalism

All individuals involved with purchasing or other 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 other stakeholders.

Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All 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.

Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing 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.

Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and ensure all procurement activities are conducted according to University policies and provincial and federal laws, and respect the principles of ethical business practices. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.