

## **CHILDREN AND FAMILIES FIRST COMMISSION OF VENTURA COUNTY**

### **POLICY FOR AVOIDING REVIEWER CONFLICTS OF INTERESTS AND NON-DISCLOSURE STATEMENT**

The Children and Families First Commission of Ventura County has a strong policy in favor of ensuring the integrity of the award process and avoiding conflicts of interests.

Therefore, the Commission policy is that a proposal reviewer should disqualify himself/herself from participating (i.e., completely abstain from any participation in the application review process) whenever the reviewer has what would amount to a conflict of interest under the Political Reform Act of 1974 (Government Code section 81000 et seq.) or under general ethical concepts. Reviewers should be guided by the concept of ensuring the actual integrity of the process as well as by the concept of avoiding any appearance of impropriety.

These concepts will be covered as part of the orientation for reviewers and each reviewer will be asked to sign a standard conflict of interest form agreeing to abide by these concepts.

If a reviewer has a conflict, he/she should immediately notify the Committee Chair and Executive Director, and withdraw from participation on the committee.

If a reviewer has a question as to whether he/she has a conflict, he/she should immediately notify the Committee Chair and Executive Director and an effort will be made to evaluate the facts and assist the reviewer in making a prompt decision. In a close case, or if there is uncertainty, the balance should be struck in favor of non-participation and avoiding a possible conflict of interest or appearance of impropriety.

If a reviewer has no apparent conflict of interest, but discovers one during the course of participating as a reviewer, he/she should immediately cease further participation, notify the Committee Chair and Executive Director, and withdraw from further participation on the committee.

If a reviewer has no apparent conflict of interest, but discovers the possibility of a conflict and has a question in this regard during the course of participating as a reviewer, he/she should immediately cease (suspend) further participation and notify the Committee Chair and Executive Director. If it is determined that there is no need to abstain, participation may resume. If it is determined that there is a need to abstain from any further participation, the reviewer should withdraw from any further participation on the committee.

I have received and read a copy of the "CHILDREN AND FAMILIES FIRST COMMISSION OF VENTURA COUNTY POLICY FOR AVOIDING REVIEWER CONFLICTS OF INTERESTS AND NON-DISCLOSURE STATEMENT" and I agree to abide by the same and to do my utmost as a reviewer to maintain the integrity and objectivity of the application review process. To this end, I will fully remove myself from participation in the application review process if I have what would amount to a conflict of interest under the Political Reform Act of 1974 (Government Code section 81000 et seq.) or under general ethical concepts. In this regard, in carrying out my responsibilities, I will be guided by the concept of ensuring the actual integrity of the process as well as by the concept of avoiding any appearance of impropriety.

I have no known conflict of interest or reason to abstain from participation at this time. If I become aware of any facts during my participation in this process that indicate a conflict of interest or possible need to abstain, I will cease further participation, temporarily or permanently, in accordance with the policy.

Further, I will not disclose any information obtained in reviewing proposals to anyone not also participating in the review. Specifically, I will not disclose the number of respondents to the solicitation; the names of the individuals and organizations that respond; nor any information from technical or cost/pricing submissions of the officers, except to other reviewers officially assigned to the Review Committee.

Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to the Executive Director.

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NAME (Please Print)

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TITLE

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SIGNATURE

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DATE