



STATE OF WEST VIRGINIA  
Purchasing Division

### CERTIFICATION OF NON-CONFLICT OF INTEREST

In accordance with §5A-3-31 of the *West Virginia Code*, "It shall be unlawful for any person to corruptly combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of commodities or printing to the state under the provisions of this article if the purpose or effect of such combination, collusion or conspiracy is either to (1) lessen competition among prospective vendors, or (2) cause the state to pay a higher price for such commodities or printing than would be or would have been paid in the absence of such combination, collusion or conspiracy, or (3) cause one prospective vendor or vendors to be preferred over one or more other prospective vendor or vendors. Any person who violates any provision of this section shall be guilty of a felony, and, upon conviction thereof, shall be confined in the penitentiary not less than one nor more than five years, and be fined not exceeding five thousand dollars."

The individual(s) listed below have been charged to evaluate or serve as members or advisors of an evaluation committee for the solicitation as specified [\_\_\_\_\_] and are certifying that they have no conflict of interest with any of the participating vendors. Each individual must acknowledge any and all relationships of any type (business, personal, etc.) with any vendor or vendor-related personnel. In addition, individuals must certify they have had no contact with any participating vendors between the time of the bid opening and the award recommendation. Failure to disclose this information may result in disciplinary actions, including but not limited to termination. This requirement is applicable to all transaction types.

Name/Title	Agency	Signature	Date	Disclosure?
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>
				Relationship with Vendors? Yes <input type="checkbox"/> * No <input type="checkbox"/>

\*On a separate sheet of paper, please disclose in detail any and all relationships with the participating parties.  
Revised November 1, 2006

# NON-CONFLICT OF INTEREST FORM COMPLETION INSTRUCTIONS

Effective February 26, 2003, the Purchasing Division requires that all evaluators of solicitations, despite the type of transaction, sign a **Certification of Non-Conflict of Interest**, in accordance with §5A-3-28 of the *West Virginia Code*.

By signing this certification, the evaluator(s) and/or advisor(s) attest that they have no conflict of interest, including financial or personal, in the evaluation of the specific solicitation. Please note that this requirement applies to all transaction types.

This certification must be submitted at the following timeframes:

- Requests for Proposals/Expressions of Interests: Agencies must submit this certification with the evaluation and recommendation.
- Requests for Quotations and All Other Transaction Types: The evaluator(s) must sign the Certification for Non-Conflict of Interest and submit, along with the recommendation for award, to the Purchasing Division.

This certification applies only to transactions processed through the Purchasing Division. It is **not** a requirement for agency delegated purchases; however, agencies may adopt this policy at their discretion.

If you have any questions, please feel free to contact Ron Price, Director of the Acquisition of Acquisition and Contract Administration, at (304) 558-4317. Thank you for your cooperation in this matter.