

LAREDO HOUSING AUTHORITY

Contractor Conflict of Interest Disclosure Form

The contractor identified below hereby discloses the following real or apparent conflict of interest as required by the Laredo Housing Authority's Conflict of Interest and Procurement policies, pertinent portions of which are excerpted within this disclosure and acknowledged by the contractor. This disclosure is effective as of the date of filing and does not relieve the contractor of the requirement to make further disclosure of any real or apparent conflict should any conflict arise or appear hereafter.

Landlord/Vendor: _____ Date: _____
(Print Name)

Place your name initials next to the conflicts below that are applicable to this disclosure and describe the conflicts:

Contractor's business is affiliated with an LHA Commissioner, employee, officer, or agent as disclosed below and will comply with LHA's Conflict of Interest Policy as excerpted below:

_____The contractor is an employee, and the employee is an officer, director, agent, or member of, or owns a controlling interest in, the contractor's corporation, firm, partnership, or other business entity which has business dealing with the LHA.

Name(s) of LHA Commissioner, Employee, Officer, or Agent with whom affiliated:

LHA Conflict of Interest Policy

The public has a right to expect high standards of integrity and conduct from those in its service. Any conduct or activity which is or gives the appearance of being motivated by a desire for private gain, either for the employee or those with whom the employee has family or business ties, or who engages directly or indirectly in any financial transaction as a result of primarily relying on, or in the relaying of, information not available to the general public, is prohibited. An employee who is an officer, director, agent, or member of or owns a controlling interest in any corporation, firm, partnership, or other business entity which has business dealing with the PHA shall file a sworn statement disclosing such interest and shall refrain from participation in selection or supervision of any such business dealings.

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Contractor has not engaged, and will not engage, in conduct or an arrangement that may violate LHA's Procurement Policies (as excerpted below):

_____The contractor has not and will not engaged in any conduct prohibited by the Procurement Policies below.

LHA Procurement Policies

Principles and Standards of Conduct. *Members of the Board, Employees, and any others serving in an official position or acting as an agent of the PHA must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, Commissioners, Employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through the PHA through actions inconsistent with the proper discharge of duties is a breach of trust. The Board has adopted a **Code of Conduct** and the Procurement Policy to govern the performance of Commissioners, Employees, officers, and agents engage in the award and administration of procurements and contracts, and all individuals who fail to adhere to these rules may be sanctioned appropriately.*

Conflicts of Interest. *No Commissioner, Employee, officer, or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:*

- *A Commissioner, Employee, officer, or agent involved in making the award;*
- *A "Family" member of anyone listed above, i.e. "Family is defined as any person related within the fourth degree by consanguinity (blood) or second degree by affinity (marriage). Please list the types of relationships (i.e. spouse, brother/sister, aunt/uncle, cousin, etc.)*
- *His/her partner; or*
- *An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.*

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Gratuities, Kickbacks, and Use of Confidential Information. No Commissioner, Employee, officer, or agent of the Agency (or any of their Family member of these persons) shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition against Contingent Fees. Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

I hereby acknowledge the requirements of the LHA Conflict of Interest Policy and the LHA Procurement Policies as excerpted above and certify my compliance with these policies and their disclosure requirements, and with any and all local, state, federal laws or HUD regulations that may be applicable for procurement or conflict of interest requirements. Failure on my part to disclose or comply may result in LHA seeking remedies against me including the immediate disqualification from any current or future solicitation and/or termination of any existing or future contract(s).

Contractor: _____
(Print Name)

Date: _____

Signature: _____