**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Requisition Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**: initial or mark the appropriate blank space for each question.

1. **Gift Acceptance Policy**: I have read the University’s Employee Gift Acceptance Policy, <http://policy.tennessee.edu/fiscal_policy/fi0717/>, and:

\_\_\_\_\_\_\_I am in compliance with the policy.

\_\_\_\_\_\_\_I am not in compliance with the policy.

1. **Conflict of Interests**: I have read the University’s Conflict of Interests Policy, <http://policy.tennessee.edu/fiscal_policy/fi0125/>, and:

\_\_\_\_\_\_\_I am in compliance with the policy.

\_\_\_\_\_\_\_I am not in compliance with the policy.

1. **Code of Conduct**: I have read the University’s Code of Conduct Policy, <http://policy.tennessee.edu/hr_policy/hr0580/>, and:

\_\_\_\_\_\_\_I am in compliance with the policy.

\_\_\_\_\_\_\_I am not in compliance with the policy.

1. **Communication**: From the date I sign this form, until the University either (i) issues a purchase order as a result of this solicitation, or (ii) cancels the solicitation, I will only discuss the subject matter of this solicitation with other members of the review committee and employees in the Office of Procurement Services.

\_\_\_\_\_\_\_ I agree.

\_\_\_\_\_\_\_ I do not agree.

1. **Third-Party Assistance**: Please select one of the answers below related to third-party assistance (“Assistance” or “Assisted” includes providing sample specifications, reviewing specifications, or otherwise providing information that contributes to any content of the solicitation.).

\_\_\_\_\_\_\_A third-party has **not** assisted me, and to the best of my knowledge has not assisted another University employee, with drafting specifications for this solicitation.

\_\_\_\_\_\_\_ A third-party **has** assisted me or another employee at the University with drafting specifications for this solicitation.

If yes:

\_\_\_\_\_\_\_\_\_\_\_\_\_ To the best of my knowledge, the solicitation (including the specifications) are not written to benefit any potential supplier or suppliers.

If a third-party has provided assistance, please describe the nature of your communications with the third-party in a separate email to the procurement services office. If the third-party has provided specifications, please forward those specifications to the Procurement Services team member who is working on this solicitation.

1. **Disclosures**: Are you aware of any other potential conflicts of interest related to this solicitation (for example, does a co-worker have an interest in potential bidders, etc.)?

\_\_\_\_\_\_\_ No, I am not aware of any other potential conflicts of interest.

\_\_\_\_\_\_\_ Yes, I have concerns about possible conflicts of interest related to this solicitation. Please send an email with all relevant details to the Procurement Services team member with whom you are working.

1. **Gifts**: Has any potential bidder for this solicitation ever given you a gift of any kind or any value? For example, paid for a meal, given you pens or mugs, etc.?

\_\_\_\_\_\_\_ No, I have received no gifts from any potential bidder for this solicitation.

\_\_\_\_\_\_\_ Yes, I have received gifts from a potential bidder or bidders. I will disclose those gifts to the solicitation coordinator in Procurement.

I hereby attest that my answers are true:

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_