



WORKFORCE DEVELOPMENT BOARD

*Supporting the Development and Retention of a World Class Workforce*

*Jeffrey S. Swartz, Executive Director*

*Matthew Verney, Chair*

## CCWDB Conflict of Interest Policy and Disclosure Form

As a member of the Proposal Review Committee for the Camden County Workforce Development Board, I recognize that I owe a fiduciary duty of loyalty to Camden County Workforce Development Board. This duty requires me to avoid conflicts of interest and to act, always, in the best interests of the Camden County Workforce Development Board. The purpose of the conflicts of interest policy (set forth below) is to help inform members of the Procurement Proposal Review Committee about what constitutes a conflict of interest, assist members in identifying and disclosing actual and potential conflicts and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Proposal Review Committee members as described below:

1. Proposal Review Committee have a fiduciary duty to conduct themselves without conflict to the interests of the Camden County Workforce Development Board. In their capacity as Proposal Review Committee, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Camden County Workforce Development Board.
2. A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a Task Force member's obligation owed to the Camden County Workforce Development Board and the Committee member's personal, business, or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the Camden County Workforce Development Board. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested members of the full Board of Trustees– with the interested Committee member(s) recused from participating in debates and voting on the matter – is required.
4. All actual and potential conflicts of interests shall be disclosed by Proposal Review Committee to the Camden County Workforce Development Board Executive Director through this disclosure form and/or in writing to the Camden County Workforce Development Board Executive Director should a subsequent conflict arise. Disinterested members of the Camden County Workforce Development Board and the Executive Director shall decide as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Camden County Workforce Development Board Executive Director shall inform the Task Force member of such determination and action. The Camden County Workforce Development Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. Proposal Review Committee have been provided with a copy of this policy and are required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Camden County Workforce Development Board Executive Director, as well as all other conflict information, if any, provided by Committee members.

6. Proposal Review Committee must be free of apparent or real conflicts of interest. Under the Uniform Guidance at 2 CFR 200.318(c) (1), conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract.



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CONFLICTS OF INTEREST ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the conflicts of interest policy set forth above and agree to always comply fully with its terms and conditions during my service as a Proposal Review Committee member for the Camden County Workforce Development Board. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Camden County Workforce Development Board Executive Directors in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Blank lines for disclosure of conflicts of interest.

Pursuant to 29 CFR 97.36 (b) (3), no employee, officer, or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

- (i) The employee, officer, or agent,
(ii) Any member of his or her immediate family,
(iii) His or her partner, or
(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

I hereby certify that I have reviewed the conflict of interest standards as stated above and that I do not have a conflict of interest with respect to the evaluation of this proposal.

I further certify that I am not engaged in any negotiations for arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_