EXHIBIT A: Conflict of Interest Declaration

Minnesota state agencies **must** work to deliberately avoid actual, potential and perceived conflicts of interest related to grant-making at both the individual and organizational levels. When a conflict of interest concerning state grant-making exists, transparency shall be the guiding principle in addressing it.

All actual, potential or perceived conflicts of interest **must** be declared.

An **actual** conflict of interest occurs when a decision or action would be compromised without taking appropriate action to eliminate the conflict, such as when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties;
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties;
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

A **potential** conflict of interest is where such a situation as described above could arise in the future.

A **perceived** conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

For further information, refer to: Minn. Stat. 43A.38 (Code of Ethics for Employees in the Executive Branch, Minn. Stat. 10A.07 (Conflicts of Interest), Minn. Stat. 15.43 (Acceptance of Advantage by State Employee; Penalty), Minn. Stat. 16C.04 (Ethical Practices and Conflict of Interest), and Minn. Stat. 471.87 (Public Officers, Interest in Contract; Penalty).

Responder's Company/Organization Name:_____

☐ There are no entities with which the above-named firm has a relationship that ***creates, or appears to create,*** a conflict of interest with the work that is contemplated in this request for proposals.

☐ The following is a list of entities with which the above-named firm has relationships that ***create, or appear to create***, a conflict of interest with the work that is contemplated in this request for proposals. For each entity listed below you must discuss the actual, potential or perceived conflict in a separate attachment.

No.	Name of Entity	Relationship
1		
2		
3		
4		
5		
6		
7		
8		

Authorized Representative (Please Print):_____

Authorized Representative Signature:_____ Date: _____