

ANNEX "xx"

MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE – TERMS OF REFERENCE

PREFACE

Indigenous Services Canada's Non-Insured Health Benefits (NIHB) Program is a national program that provides eligible registered First Nations and recognized Inuit with coverage for a range of medically necessary health benefits that are not covered through other social programs, private insurance plans and provincial or territorial health insurance.

NIHB Program benefits include a range of prescription drugs and over-the-counter (OTC) medications, dental and vision care, medical supplies and equipment (MS&E), mental health counselling, and transportation to access medically required health services that are not available on reserve or in the community of residence.

The benefit areas covered under this TOR are the MS&E and Vision Care benefits. Items covered through the MS&E benefit are intended to address NIHB clients' medical needs in relation to basic activities of daily living (ADL). ADLs refer to the basic tasks of everyday life such as eating, bathing, dressing, toileting, and transferring.

Under the Vision Care benefit, the NIHB program provides coverage for eye examinations and corrective eyewear. This includes eye examinations when they are not insured by the province or territory, corrective eyewear (glasses, contact lenses) when prescribed by a vision care professional, and eyeglass repairs.

The NIHB Medical Supplies & Equipment Advisory Committee (MSEAC) is a multidisciplinary advisory body of highly qualified health professionals and academic specialists who will provide evidence-based impartial and practical expert advice and recommendations to the NIHB Program. The advice and recommendations provided by the Committee will be based on the best available evidence as well as current clinical and health care delivery best practices within a community health context.

This draft Terms of Reference will be endorsed by the contracted members at their first meeting and then reviewed and updated on an as-needed basis.

1.1 MANDATE

The MSEAC will provide the NIHB program, Indigenous Services Canada with impartial expert professional advice on a variety of topics identified by NIHB. The Committee will review the available scientific evidence and best practices and provide recommendations on benefit coverage criteria as well as the inclusion and exclusion of various products and services provided through the Program.

The MSEAC will provide advice to Indigenous Services Canada on the following:

- Advise on specific issues related to medical supplies and equipment and vision identified by NIHB; and
- Advise on trends, information and statistics on utilization presented in reports for the purpose of policy and program development and evaluation.

The MSEAC's role is to provide advice and make recommendations to Indigenous Services Canada. Indigenous Services Canada maintains the sole responsibility and authority to make decisions with respect to the mandate and recommendations of this advisory body.

2.0 REPORTING STRUCTURE/GOVERNANCE

In absence of an Indigenous Services Canada external advisory body policy, the MSEAC will follow the Health Canada Policy on External Advisory Bodies requirements until at such time Indigenous Services Canada implements a department-specific policy on External Advisory Bodies. All elements of the policy apply to the MSEAC unless these Terms of Reference specifically state otherwise.

Indigenous Services Canada will be represented by the Senior Policy Analyst MS&E Policy Unit who will function as the Executive Secretary to the MSEAC (section 4.4) as well as the manager of the MS&E Review Centre, Benefits Management and Review Services Division.

For all meetings on vision care benefits, the Senior Policy Analyst MS&E and the Senior Policy Analyst, Program, Policy and Planning Division will work closely with the Executive Secretary to the MSEAC on meeting coordination and preparation.

3.0 MEMBERSHIP SELECTION PROCESS

Contractors of the MSEAC will be recruited through an open, fair and transparent procurement process.

An additional MSEAC member will be a practicing physician or registered nurse identified by the Assembly of First Nations and regional First Nations/Inuit partners through a separate procurement process.

The goal of this process will be to ensure that the advisory body members will have a wide range of knowledge, expertise, cultural competency, and experience and will reflect a variety of perspectives.

3.1 Membership considerations

The mandate of the MSEAC defines its membership.

The MSEAC will have a minimum of six (6) members including at least one (1) each of the specialties identified below by an asterisk (*), and others as appointed based on the meeting agenda. The Executive Secretary, in consultation with the Chair, may adjust the number of members from time to time to ensure the appropriate range and type of knowledge, expertise, experience, and perspectives. At least one (1) of the MSEAC members will be a practicing physician or registered nurse identified by the Assembly of First Nations and regional First Nations/Inuit partners.

MESAC will be comprised of 15-20 contractors with specialties from each of the following professions:

- Registered Nurse or Nurse Practitioner (*)
- Family Physician (*)
- Public Health Physician or Nurse (*)
- Health Economist (*)
- Ophthalmologist
- Optometrist
- Respiriologist
- Physiatrist
- Otolaryngologist
- Audiologist
- Occupational Therapist
- Physiotherapist
- Podiatrist or Chiropodist
- Pedorthist
- Orthotist

- Prosthetist
- Respiratory Therapist
- Speech Language Pathologist
- Hearing Instrument Practitioner
- Dietitian
- Midwife

With the exception of the Health Economist, each contractor must hold qualification and licensure in Canada and be a current member of their applicable regulatory body.

As required contractors are appointed to the committee when a topic relevant to their expertise is under consideration by the committee until the committee recommendations have been submitted to Indigenous Services Canada.

To preserve the independence of the federal government as a decision maker, a federal employee can neither chair nor be a member of an advisory body and cannot participate in the formulation of an advisory body's advice to Indigenous Services Canada.

Members must have completed or are expected to complete the San'yas Indigenous Cultural Safety Online Training within 6 months of the contract award.

3.2. Affiliations and Interests

It is understood that MSEAC members will contribute their independent expertise and will not be representing a society, association or organization, corporation or industry on this Committee.

To be considered for appointment, potential members of the MSEAC are required to complete and return the Affiliations and Interests Declaration Form.

In keeping with the Privacy Act, a completed Affiliations and Interests Declaration Form is considered confidential. Indigenous Services Canada will not make public any information in the form without the member's permission.

Members must refrain from any Conflict of Interest (COI) and, indeed, its very appearance. In situations where a COI or the appearance thereof arises in the course of the work of the Committee, the individual must declare its existence to the Chair and disqualify him/herself from participation in the discussion and/or from further membership on the Committee according to the circumstance or specific situation(s).

The Chair will also ask members to make a verbal statement of their relevant affiliations and interests at the beginning of each advisory body meeting.

Members must update their declaration in writing whenever their situation changes. Indigenous Services Canada will review declarations before making appointments and on an ongoing basis, at least on an annual basis, as well as any time the advisory body mandate is changed.

Members are expected to conduct themselves in an appropriate manner. They may not use their position on an advisory body for their private gain or for the gain of any other person, company, or organization.

3.3 Confidentiality

To support their ability to provide well-informed advice, MSEAC members may receive confidential information. Everyone must sign a Confidentiality Agreement before participating in the MSEAC as a member, presenter, or observer.

The Confidentiality Agreement prohibits the disclosure of any confidential information received through participation in the advisory body, including information received orally or in writing, through email correspondence, telephone calls, print materials, meeting discussions, etc.

Indigenous Services Canada will mark information according to the level to which it is protected under the Policy on Government Security.

The Chair will ensure that everyone participating in the meeting, telephone discussion, email exchange, or in another form of communication has received clear instructions on the confidentiality of the proceedings.

3.4 Security clearance

As a condition, all members must undergo a security clearance to the "reliability status" level. This may require the member to submit fingerprints to the RCMP. Indigenous Services Canada provides the required forms to candidates for appointment.

3.5 Indemnification

All members are paid for their participation in MSEAC through a service contract and are considered contractors and not volunteers. These members are not eligible for indemnification. Obtaining appropriate insurance coverage under these circumstances is the responsibility of individual members if they wish to do so.

Members act collectively as an advisor to Indigenous Services Canada with respect to the mandate of their advisory body but they are not final decision makers. The Department has the ultimate responsibility and accountability for any decision resulting from the advice received from an external advisory body.

3.6 Travel and expenses

Members will be reimbursed for expenses incurred on approved travel for the MSEAC, such as travel costs and accommodation, according to the Treasury Board's Directive on Travel, Hospitality, Conference and Event Expenditures.

3.7 Tenure

Members are assigned for one (1) year with up to four (4) additional one (1) year optional periods. Membership will be reviewed on a regular basis by Indigenous Services Canada to ensure a range of expertise, experience, and perspectives, continuity of membership on the advisory body, and a systematic rotation of membership.

As-required members are appointed to the committee when a topic relevant to their expertise is under consideration by the committee until the committee recommendations have been submitted to Indigenous Services Canada.

The Chair and Vice-Chair will be assigned by the DG for one (1) year with up to four (4) additional one (1) year optional periods.

3.8 Resignation process

It is preferable for a member to provide 14 days' notice of their intent to resign. The resignation letter must be in writing and be addressed to the Executive Secretary and to the Chair. The letter should state the effective date of the resignation.

3.9 Reasons for termination

Indigenous Services Canada may end a member's appointment by writing to the member stating the reasons the appointment is being concluded and the effective date. Appointments may end for a variety of reasons: the member's term is complete; the mandate of the advisory body has been completed; the advisory body's mandate has changed, thus requiring a different membership, etc. An appointment may also be ended for cause when, for example, a member fails to act according to the Terms of Reference, or breaks the Confidentiality Agreement, or misses three consecutive meetings without a satisfactory reason.

4. ROLES AND RESPONSIBILITIES

4.1 Members

Members of an advisory body have a responsibility to Indigenous Services Canada and, by extension, to Canadians, to give their best advice to the Department. To do so, they must consider all input received that is related to the mandate of the advisory body.

Other responsibilities include to:

- (a) Obtain the required material from the NIHB Program prior to each meeting for preparation;
- (b) Prepare for each meeting by reviewing the provided documentation;
- (c) Be present for the duration of each meeting (unless approved by the Chair prior to the meeting);
- (d) Be a thoughtful and active participant during committee discussions and business;
- (e) Participate in votes at meetings (an exception to this voting requirement may occur when a member has declared a COI prior to the meeting. In this situation, the Chair may restrict the member's participation in the discussion and in voting);
- (f) Notify the NIHB Program and the Chair of any changes in their affiliations and interests related to the advisory body's mandate during the time they are members of the advisory body;
- (g) Make an oral statement of affiliations and interests at the beginning of a meeting, if requested to do so by the Chair;
- (h) Direct any media inquiries to the NIHB Program and notify them about the inquiry; and
- (i) Provide the NIHB Program with advice and recommendations as stipulated in Section 1.0 of these Terms of Reference.

4.2. Chair and Vice-Chair, if applicable

A member of an advisory body, who serves as the Chair, or Vice-Chair, has additional responsibilities, including to:

- (a) Chair committee meetings;
- (b) Assist in the preparation of meeting agendas;
- (c) Invite members to make a presentation at a meeting when relevant and appropriate;
- (d) Facilitate discussion among advisory body members in fulfillment of the advisory body's mandate, including in formulating its recommendations, advice, or report to Indigenous Services Canada;
- (e) Seek consensus on the advisory body's advice among all advisory body members, and, if there is no agreement, to ensure that this diversity of opinion is noted in meeting records or report;
- (f) Support, in any other way, the fulfillment of the advisory body's mandate; and
- (g) Provide the tie-breaking vote should there be a tie during any vote at meetings.

At the request of the Chair, or if the Chair is unavailable, the Vice-Chair assumes the role of Chair.

4.3 Secretariat

The Secretariat is the administrative liaison between advisory body members and Indigenous Services and is a resource for members.

The Secretariat provides Indigenous Services with leadership and strategic advice in the management of the advisory body and works closely with the Chair and Executive Secretary . In addition, the responsibilities of the Secretariat include to:

- (a) Coordinate the member contracting and appointment process;
- (b) Coordinate the preparation of materials for advisory body members and meetings, observers, and others, and coordinate the timing of their distribution;
- (c) Assist with the work of the advisory body, as required;
- (d) Provide administrative support to advisory body members;
- (e) Support public access to information about the advisory body, as appropriate;
- (f) act as a liaison between Indigenous Services Canada and the advisory body, including seeking input from indigenous services' scientific, technical, programs, and policy subject-matter experts;
- (g) Assist the chair in carrying out the chair's responsibilities;
- (h) Undertake any tasks delegated to it by the Executive Secretary ;
- (i) Report to the Executive Secretary on the activities of the advisory body; and
- (j) Assist with a review or audit of the advisory body, as required.

4.4 Executive Secretary

The advisory body's Executive Secretary represents Indigenous Services, First Nations and Inuit Health Branch, Benefit Management and Review Services Division and makes decisions about the administration and operation of the advisory body. The Executive Secretary works closely with the Chair and Secretariat.

The Executive Secretary , or a delegate, reports back to the advisory body at the beginning of each meeting on next steps and, if applicable, the impact of the advice received.

4.5 Media and communications

The Executive Secretary , in consultation with the Chair, may appoint a member to be the spokesperson to speak to the media on behalf of the advisory body when required.

A member may discuss advisory body work with the media or at conferences or other external events only with prior permission from the Executive Secretary .

All media requests related to the advisory body's statements or activities will be directed to Media Relations, Indigenous Services Canada, who will coordinate responses with the Executive Secretary and the designated media spokesperson.

5.0 MANAGEMENT AND ADMINISTRATION

5.1 Transparency

Indigenous Services Canada is committed to transparency as an operating principle. Transparency of the MSEAC is achieved by:

- ensuring that meeting schedules are predictable, where possible
- posting advisory body materials on Indigenous Services Canada's website. These materials may include the following:

- Terms of Reference;
- Member name including membership term; and
- Summary of Expertise, Experience, and Affiliations and Interests.

5.2 Meeting Agendas

The agenda for each MSEAC meeting will be prepared by the NIHB Program in collaboration with the Chair. The NIHB Program will prepare agenda items at least two months prior to the meeting.

Items and the background material required by the MSEAC to perform a review of the agenda item will be provided.

One month prior to the meeting, NIHB staff and the Chair will meet to review and finalize the proposed agenda. This will normally occur via a conference call. NIHB Program staff will ensure that any items for consideration by the Committee have sufficient background information available.

Documents related to the topics identified on the agenda will be available to Committee members at least one week in advance for a teleconference and at least two weeks in advance for an in-person meeting.

5.3 Meeting notice and invitations

All meetings are scheduled at the Chair's initiation. Meetings are opened to Indigenous Services Canada staff, presenters, and observers by invitation. The Secretariat sends out the invitations to attend a meeting.

5.4 Frequency, type, and location of meetings

MSEAC will meet up to four (4) times per year, depending on need. Each meeting will be at least a half (½) day to two (2) days in duration. There must be a minimum of one (1) face-to-face meeting each year for duration of two (2) days. As determined by the Chair, the remaining meetings may be held by conference call as required, and will be for a maximum of a half-day (3.75 hours) duration. All face-to-face meetings must be based in Ottawa, Ontario.

For teleconferences and other similar meetings, members must make every effort to ensure that a secure line is used and that no one else can listen to the proceedings unless the person has been previously approved by the Chair and Secretariat.

5.5 Observers

Observers have no voting power, however, they have the ability, when requested by the Chair, to provide input to MSEAC discussions, ask questions for clarification, and make comments regarding the topics covered on the agenda.

Observers may include:

- (a) MSE Operations Manager, Benefits Management and Review Services Division;
- (b) MSE Senior Policy Analyst;
- (c) Manager, Program, Policy and Planning Division;
- (d) Senior Policy Analyst, Program, Policy and Planning Division;
- (e) A representative from the Assembly of First Nations (AFN);
- (f) A representative from the Inuit Tapiriit Kanatami (ITK);
- (g) Regional Advisory Disability Task Force; and
- (h) Others as deemed appropriate by the Executive Secretary .

As part of the opening remarks at an advisory body meeting, the Chair will:

- identify, by name and organization, the people attending all or part of the meeting as observers;
- confirm with the Secretariat that the observers have signed the Confidentiality Agreement and met Reliability Check standards if required;
- state the requirements and expectations regarding any confidential matters being discussed at the meeting; and
- clarify that observers may not participate in the discussions, either by speaking or by otherwise expressing their support for or disagreement with what is being said, unless specifically invited to do so by the Chair.

5.6 Invited presenters

The Secretariat, or the Chair in consultation with the Executive Secretary, may invite individuals with particular expertise or experience to provide input on a specific topic or agenda item.

Invited guests may participate in the discussions if the Chair specifically invites them to do so, but they do not participate in the formulation of advice.

5.7 Requirements of presenters and observers

Indigenous Services Canada may require an invited presenter or observer to complete:

- Declaration of Affiliations and Interest Form;
- Confidentiality Agreement; and
- Personnel Screening, Consent and Authorization Form.

5.8 Public input

If Indigenous Services Canada decides to seek broad public input on a topic related to the mandate of the advisory body, the Executive Secretary will consult with the Chair on the process to be used and the organization of the public input activity.

5.9 Deliberations and reports

Advice from the MSEAC will be provided to Indigenous Services Canada in the form of a Record of Decision (ROD) for consideration. All RODs must be completed, in full, and submitted by way of the appropriate ROD template as specified by the NIHB Program. RODs may be prepared by NIHB Program staff at the discretion of the Chair and must be signed by the Chair and Vice-Chair prior to being submitted.

Recommendations must be decided by a majority of votes. Every voting Committee member participating in the meeting (with the exception of the Chair) must vote (i.e. for or against) on the motion for the adoption of a recommendation: an exception to this voting requirement may occur when a Committee member has declared a COI prior to the meeting. In this situation, the Chair may restrict the member's participation in the discussion and in voting. In the event of an equality of votes, the Chair must cast the deciding vote.

The MSEAC must have a quorum when making recommendations or providing advice to Indigenous Services Canada. Quorum is at least half (50%) of MSEAC members invited to the meeting, not including the chair. For recommendations to be valid, a quorum of MSEAC members must be present at the meeting. Only MSEAC members are entitled to vote; NIHB Program observers and other observers and/or guests are not entitled to vote.

Minutes will summarize the proceedings to effectively reflect the advice offered.

Minutes will be prepared by the Secretariat and circulated to members for review and confirmation.

In order to ensure that the credibility of MSEAC and the NIHB Program is maintained, recommendations must only be revisited where new information (scientific evidence) clearly indicates a need for reconsideration. Any decision for reconsideration will be made by the Chair in consultation with the NIHB Program.

5.10 Review

A review will be conducted annually to determine whether administrative, management or other improvements are required to increase the efficiency and effectiveness of the MSEAC. A review may also be carried out to determine the ongoing relevance of the advisory body's mandate and to inform disbanding or renewal decisions.

During the review process, feedback may be sought from the advisory body's chair, members, participants, observers, and others.

The review may be conducted by Indigenous Services Canada officials or by consultants hired by Indigenous Services Canada. The Review Report will be submitted to the Executive Secretary, who may then authorize its distribution to advisory body members.

ANNEX "xx"

CERTIFICATION – SAN'YAS INDIGENOUS CULTURAL SAFETY ONLINE TRAINING

The Bidder must sign and submit with their bid, Annex E – Certification - San'yas Indigenous Cultural Safety Online Training.

The bidder certifies that should a contract be awarded, the bidder or the bidder's proposed resource(s) will complete the San'yas Indigenous Cultural Safety Online Training within 6 months of contract award.

Signature

Date

If the bidder or the bidder's proposed resource has already completed this training, completion documents must be submitted with the technical bid.

Signature

Date

Course Description:

PHSA's San'yas Program is a unique, online training program that explores the pervasive effects of colonization and the underlying racist attitudes, stereotypes and implicit biases that perpetuate low socioeconomic and health indicators across Indigenous populations. It employs an anti-racist and decolonizing pedagogy to examine how the legacy of colonization has contributed to high rates of violence against Indigenous women, children and youth.

The indigenous cultural safety training courses are facilitated in an on-line environment within a customized platform developed and maintained by the San'yas Indigenous Cultural Safety Training Program. Skilled and experienced Facilitators (trained by the San'yas Indigenous Cultural Safety Training, PHSA Indigenous Health) guide and support participants through interactive learning modules.

The training employs interactive techniques to encourage participants to examine stereotyping and the consequences and legacies of colonization. The program is designed to allow learners to explore and process the training at their own pace, while also learning from the expertise of trained facilitators and the experiences of their peers. The San'yas program includes:

- Interactive online modules that are to be completed at the learner's own pace over an 8 week period;
- Discussion boards that provides individuals the opportunity to reflect on the training both privately and in a group setting;
- Facilitators for each cohort of 25 students, who are available to respond to participant questions, prompt discussions, monitor participant safety, and review participants journal entries;
- A pre- and post- training survey to benchmark learner progress and knowledge retention; and
- Resources for individuals who have completed the training and would like to learn more.

Duration: 8 to 10 hours over a period of up to 8 weeks

More information may be found at: <http://www.sanyas.ca/home>

Cost: FNIHB will reimburse 2 days at the bidder's per diem rate.

Registration details to be provided by FNIHB.

ANNEX "xx"

CERTIFICATION – INTEREST IN BEING APPOINTED CHAIR OR VICE-CHAIR OF THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE (MSEAC)

The Bidder must sign and submit with their bid, Annex F – Certification – Interest in being appointed Chair or Vice-Chair of the MSEAC.

In order to be appointed Chair or Vice-Chair by the Director General of the Non-Insured Health Benefits, the bidder or the bidder's proposed resource must demonstrate interest by checking one of the applicable boxes below, and must be deemed compliant in one of the following three (3) streams:

Stream 1: Registered Nurse or Nurse Practitioner

Stream 2: Family Physician

Stream 3: Public Health Physician or Nurse

I am interested in being appointed Chair of the MSEAC Committee.

Signature

Date

I am interest in being appointed Vice-Chair of the MSEAC Committee.

Signature

Date

In the event of more than one (1) Bidder has the same Total Score, the final decision of appointing the Chair and the Vice-Chair will remain with Canada.

I have no interest in being appointed Chair or Vice-Chair.

Signature

Date

ANNEX "xx"

NON-DISCLOSURE AGREEMENT

**HEALTH PROFESSIONALS AND ACADEMIC SPECIALISTS – SUBJECT MATTER EXPERTS ON
FIRST NATIONS HEALTH FOR THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND
EQUIPMENT ADVISORY COMMITTEE (MSEAC)**

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Purchase Requisition #1000xxxxxx between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Minister of Indigenous Services Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract Purchase Requisition #1000xxxxxx and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Purchase Requisition #1000xxxxxx.

Name (printed): _____

Signature: _____

Date: _____

ANNEX "xx"

DISCLOSURE OF CONFLICT OF INTEREST AGREEMENT

HEALTH PROFESSIONALS AND ACADEMIC SPECIALISTS – SUBJECT MATTER EXPERTS ON FIRST NATIONS HEALTH FOR THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE (MSEAC)

Please read the following information on conflict of interest to see if you have any problem or potential problem of serving on the above Committee under any resulting Contract should one be awarded.

As you may know, suppliers sometimes make allegations regarding conflicts of interest, unfair advantage, or bias in procurement processes. The test currently applied by the Canadian International Trade Tribunal (and the courts) in considering these types of allegations is whether there is a “reasonable apprehension of bias” – it is not necessary for a supplier to prove there is an actual conflict of interest or actual bias, or that it has affected the procurement process. If the Tribunal concludes that there is a reasonable apprehension of bias or if one Offeror has had an unfair advantage over others because of access to information not available to other potential suppliers, damages may be payable by the Crown, or it may be necessary to re-compete the entire requirement. Even where a complaint is not found valid, a complaint in itself delays the procurement process. Given PWGSC’s obligation to conduct fair, open and transparent procurements, we require that you consider and respond to the following, given your involvement in the procurement described above:

- I have described below [*attach additional pages if necessary*] all potential conflicts of interest and any personal or professional relationships or experience that might give rise to a reasonable apprehension of bias in relation to this procurement.

- I confirm that I have no potential conflicts of interest or any personal or professional relationships or experience that might give rise to a reasonable apprehension of bias in relation to this procurement to report at this time, but agree that I will immediately disclose any that I become aware of during the procurement process.

- I will immediately disclose, should I become aware of it during the procurement process, if I have been in the employ of prospective vendors within one (1) year prior ~~to the publication date of the Request for Proposal # 1000213742.~~

Print Name: _____

Telephone Number: _____

Print Name of Employer: _____

Print Title: _____

Date: _____

Signature: _____