

## ETHICS AND CONFIDENTIALITY AGREEMENT

At the start of the RFP process, all participants must sign an ethics and confidentiality agreement. Any other agency employee who is privy to confidential information pertaining to the RFP must also sign an agreement. In the event that an outside individual participates in writing the RFP, writing the evaluation plan, or evaluating proposals, such individual must also sign an ethics and confidentiality agreement.

In signing the agreement, participants in the RFP process attest that they will abide by the standards of conduct set forth in the State's Code of Ethics, as applicable, and further attest that they do not have a conflict of interest with the proper discharge of their duties.

The agreements must be reviewed and endorsed by the participants once the identities of the proposers are known (after opening the submitted proposals).



ETHICS AND CONFIDENTIALITY AGREEMENT FOR ALL DDS STAFF

*Department of Developmental Services*  
ETHICS AND CONFIDENTIALITY AGREEMENT

REQUEST FOR PROPOSAL NAME: \_\_\_\_\_

I, \_\_\_\_\_ (Print Full Name), by my signature below, declare and attest that neither I nor any member of my immediate family, as defined by C.G.S. § 1-79(f), has any personal or financial interests in the outcome of this Request For Proposal (RFP) process.

I believe in good faith that my participation in this RFP process shall not raise any question of conflict of interest or breach of ethics under the provisions of the State's Code of Ethics (C.G.S. § 1-84 and § 1-85).

Should my participation in this RFP process include the review and rating of proposals, I declare that I have not been and shall not be subject to any undue influence that would affect my fair and objective review and rating of the proposals submitted in response to this RFP.

I agree not to accept any gifts, gratuities, meals, or reimbursements in any form or value from any Proposer who responds to this RFP or from any other party having a personal, professional, or financial interest in the outcome of this RFP process.

I also agree not to participate in any *ex parte* communications with any Proposer who responds to this RFP or with any other party having a personal, professional, or financial interest in the outcome of this RFP process, except as provided by this RFP and its approved evaluation plan.

Finally, I agree to maintain the confidentiality of all information and materials that I receive as a result of my participation in this RFP process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to,  
Before me, this \_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_  
Month, Year

\_\_\_\_\_  
Notary Public  
Commissioner of Superior Court

Commission Expires \_\_\_\_\_  
Date

ENDORSEMENT [completed after proposals are opened]:

I declare and affirm that, to the best of my knowledge, neither I nor any member of my immediate family, as defined by C.G.S. § 1-79(f), has any personal, professional, or financial interest in any Proposer that has responded to the above noted RFP.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to,  
Before me, this \_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_  
Month, Year

\_\_\_\_\_  
Notary Public  
Commissioner of Superior Court

Commission Expires \_\_\_\_\_  
Date