May 1, 2013

**Procurement and Contracts Informational Circular 13-03**

Subject: NDA-Conflict of Interest Statement and RFP Process Overview

Effective immediately, all Procurement Negotiating Committee (PNC) members and any other individual that needs access to Request for Proposal (RFP) bid responses will be required to complete a Non-Disclosure (NDA) and Conflict of Interest Agreement prior to being provided any bid responses. The form is available on our website at the following location:

<http://www.da.ks.gov/purch/NDA-ConflictOfInterestForEmployee.docx>

This form documents that the specified individual:

* Will keep the RFP bid responses confidential,
* Will safeguard the information to insure it’s not inappropriately made available, and
* Acknowledges that they have no conflict of interest regarding the RFP.

The acknowledgements made in this form are not new; they have been in place for several years. However, this office has not systematically required the use of this form for all RFPs, rather it was used when there was a large number of reviewers needing access. However, the standard applies to all RFPs, thus the document will be used for all RFPs.

The assigned Procurement & Contracts Procurement Officer is responsible for obtaining the signed NDA forms prior to releasing any RFP bid responses to the agency. Agencies may submit the completed forms to the Procurement Officer either via hard copy or scanned documents. If the PNC member is not employed by the affected agency, the Procurement Officer will be responsible for obtaining signed form from that member. Procurement & Contracts will maintain all signed NDA forms with the bid file.

Additionally, to assist agencies in understanding the Request for Proposal process, an overview document has been posted to our website at the following location:

<http://www.da.ks.gov/purch/RFPOverview.doc>

This document was reviewed at the April 2013 Procurement Information Exchange (PIE) meeting.

Questions may be referred to Angela Hoobler ([angela.hoobler@da.ks.gov](mailto:angela.hoobler@da.ks.gov) or 785-296-3029).

Tracy Diel

Director of Purchases