

**EX PARTE COMMUNICATION / CONFLICT OF INTEREST**

The *ex parte* communication prohibition restricts RFP respondents from contacting members of the Workforce Investment Board of Tulare County (WIB), WIB Committees, and/or the WIB staff. Respondents are allowed to communicate with WIB staff **only** via email, as noted in the RFP.

The conflict of interest policy deals with financial interests. Members of the WIB, and WIB Committees are governed by both federal and state laws in this area. In short, members who have a conflict of interest with respect to any action item on an agenda may not discuss or vote upon such item. When an RFP is taken to the WIB or its Committees those members whose organizations are planning to submit a proposal are not allowed to participate in the discussion or vote on the item. The conflict of interest policy will be applied when asking individuals to participate in the RFP process as evaluators as well as at the various meetings when action will be taken to award the successful respondent(s).

Some respondents may like to collaborate with members of the WIB, and/or its committees on their proposals. Technically, such collaboration is a violation of the *ex parte* communication rule. However, we do recognize the value that such collaborations may bring to our system and have developed the Conflict of Interest Form to ensure that these types of arrangements do not place respondents in jeopardy. **Any respondent who wishes to collaborate with a member of the WIB or WIB Committees MUST have the collaborative partner fill out this form and submit as an attachment to their proposal.**

Please Note – under no circumstance may an individual who will be on the RFP Evaluation Team collaborate with any respondent. All such individuals will be asked by WIB staff to sign the “Conflict of Interest Certification for Request for Proposal” stating they have not collaborated with any respondent and have no financial interest in any respondent’s proposal.

**EX PARTE CERTIFICATION**

I hereby certify that I will not participate in **any** discussion or vote, whether at a formal meeting or in a social setting, regarding the Request for Proposal for Workforce Innovation and Opportunity Act Title 1 Adult, Dislocated Worker, and Youth Program Year 2020-2021.

I hereby inform the WIBTC that I/my organization plan to collaborate with: Name of Proposing Organization:

To Provide the Following Services:

Name of WIB or Committee Member: Click or tap here to enter.

Name of WIB or Committee Member Organization: Click or tap here to enter

Date: Click or tap here to enter text.

Signature: Click or tap here to enter text.