

The University of Tennessee
Solicitation Evaluation Attestation Form

Name: _____

Requisition Number: _____

Directions: initial or mark the appropriate blank space for each question.

- 1) **Gift Acceptance Policy:** I have read the University's Employee Gift Acceptance Policy, http://policy.tennessee.edu/fiscal_policy/fi0717/, and:

_____ I am in compliance with the policy.

_____ I am not in compliance with the policy.

- 2) **Conflict of Interests:** I have read the University's Conflict of Interests Policy, <https://policy.tennessee.edu/?s=GE0002>, and:

_____ I am in compliance with the policy.

_____ I am not in compliance with the policy.

- 3) **Code of Conduct:** I have read the University's Code of Conduct Policy, http://policy.tennessee.edu/hr_policy/hr0580/, and:

_____ I am in compliance with the policy.

_____ I am not in compliance with the policy.

- 4) **Communication:** From the date I sign this form, until the University either (i) issues a purchase order as a result of this solicitation, or (ii) cancels the solicitation, I will only discuss the subject matter of this solicitation with other members of the review committee and employees in the Office of Procurement Services.

_____ I agree.

_____ I do not agree.

- 5) **Third-Party Assistance:** Please select one of the answers below related to third-party assistance ("Assistance" or "Assisted" includes providing sample specifications, reviewing specifications, or otherwise providing information that contributes to any content of the solicitation.).

_____ A third-party has not assisted me, and to the best of my knowledge has not assisted another University employee, with drafting specifications for this solicitation.

_____ A third-party **has** assisted me or another employee at the University with drafting specifications for this solicitation.

If yes:

_____ To the best of my knowledge, the solicitation (including the specifications) are not written to benefit any potential supplier or suppliers.

If a third-party has provided assistance, please describe the nature of your communications with the third-party in a separate email to the procurement services office. If the third-party has provided specifications, please forward those specifications to the Procurement Services team member who is working on this solicitation.

- 6) **Disclosures:** Are you aware of any other potential conflicts of interest related to this solicitation (for example, does a co-worker have an interest in potential bidders, etc.)?

_____ No, I am not aware of any other potential conflicts of interest.

_____ Yes, I have concerns about possible conflicts of interest related to this solicitation. Please send an email with all relevant details to the Procurement Services team member with whom you are working.

- 7) **Gifts:** Has any potential bidder for this solicitation ever given you a gift of any kind or any value? For example, paid for a meal, given you pens or mugs, etc.?

_____ No, I have received no gifts from any potential bidder for this solicitation.

_____ Yes, I have received gifts from a potential bidder or bidders. I will disclose those gifts to the solicitation coordinator in Procurement.

I hereby attest that my answers are true:

Signature: _____

Date: _____