

**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

**TO: CareerSource Palm Beach County Vendors**  
**FROM: CareerSource Palm Beach County**  
**RE: Conflict of Interest Disclosure**

To avoid a conflict of interest, all vendors who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any CareerSource, Inc. (CareerSource) or Palm Beach Workforce Development Consortium (Consortium) staff member or CareerSource Board, CareerSource Committee or Consortium member must clearly disclose such a relationship by completing and submitting this form when submitting a bid/submittal/quote/proposal (quote) to CareerSource. For purposes of this procedure, vendor, contractor and subrecipient are the same.

Financial or family relationships with vendors will disqualify an CareerSource or Consortium staff member or CareerSource Board, CareerSource Committee or Consortium member from participating in the discussion and voting to fund quotes and will also disqualify any individual from evaluating quotes. Contracts with an organization or individual represented on the CareerSource Board of Directors must be approved by a two-thirds vote of the board when a quorum has been established and the CareerSource Board member who could benefit financially from the transaction must abstain from all discussion and voting on the contract. Contracts equal to or greater than \$25,000 with an CareerSource Board member or other person or entity who could benefit financially from the contract as defined in paragraph Section 112.312(2), F.S. must be reviewed by the Department of Economic Opportunity and approved by CareerSource Florida, Inc. Contracts under \$25,000 must be reported to CareerSource Florida, Inc. **If the work/services or product provided in the quote requires prior approval of the CareerSource Board of Directors and impacts the CareerSource's ability to perform its duties/tasks in a timely manner or in the event of an emergency as determined by the President/CEO, the quote submitted by the vendor who has a conflict of interest relationship will not be considered by CareerSource.**

In the space provided below, please identify any such relationships as defined in Section 112.3143, F.S. or verify that none exist at this time.

<u>Name of Person</u>	<u>Relationship To You</u>	<u>Relationship To CareerSource</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_ **Yes**, a relationship exists as defined in Section 112.3143, F.S.;

**OR**

\_\_\_\_\_ At this time, I do not have a relationship as defined in Section 112.3143, F.S.

\_\_\_\_\_  
Printed Name of Vendor

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

Note any person who files an action protesting a decision or intended decision pertaining to contracts administered by CareerSource shall follow the requirements of CareerSource's Procurement, Contract Award and Provider Protests policy which states any protest of a contract award following the termination of a procurement process must be filed in writing and delivered to the CareerSource Administrative & Contracts Attorney within seventy-two hours of the publication of the award. The CareerSource Administrative & Contracts Attorney's address is 3400 Belvedere Road, West Palm Beach, Florida 33406 and e-mail address is [sbrea@careersourcepbc.com](mailto:sbrea@careersourcepbc.com). The time of the publication of the award shall be the date at which notice of the award is published by CareerSource (the date at the top of this letter). Failure to file within seventy-two hours of the publication of the award shall constitute a waiver of all rights and no other opportunity to protest the award of the contract will be considered. **You may obtain a copy of CareerSource's Procurement, Contract Award and Provider Protests policy on the CareerSource website at [pbcCareerSource.com](http://pbcCareerSource.com). Click on the link "Doing Business With Us". Then scroll down the drop down menu and open the document named "CareerSource Procurement, Contract Award and Provider Protests Policy". You may also obtain a hard copy of the CareerSource Procurement, Contract Award and Provider Protests Policy by contacting the CareerSource Administrative & Contracts Attorney at (561) 340-1060, Ext. 2219 or [sbrea@careersourcepbc.com](mailto:sbrea@careersourcepbc.com).**