

# Organizational Conflicts of Interest Disclosure & Attestation

The HTA Procurement Officer is required to analyze and mitigate Organizational Conflicts of Interest (OCI). The contractor’s reputation for integrity is a critical asset in performing government contract work. The Procurement Officer may also consider your candor in the answers in evaluating contractor responsibility.

The form consists of two sections:

- The first section asks yes/no questions designed to reveal any possible conflicts you may have. If you answer “yes” to any of these questions you will need to provide an attachment with additional information. Answering “yes” to any question will not automatically disqualify you. The explanation provided by you will allow HTA to evaluate the potential impacts of these conflicts and to analyze the respective mitigation plans.
- The second section is a list of affirmative statements that an authorized signer must initial agreement to. An authorized signer is someone who is authorized to legally and financially bind the company.

The first person "you," and the third person "we" and "our" in the attestations, as used below, represent the individuals and organizations making a proposal under this RFP. The term "your associates" as used below includes any members of your board of directors, association members, partners, officers, employees, volunteers, agents, consultants, subcontractors, clients, customers, or other associates who may benefit from or be involved in performance of this contract.

Yes	No	QUESTIONS (If answer “yes,” explanation must be attached.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Tourism Industry Members.</b> Are you or your associates primarily engaged in the tourism, travel, transportation, or hospitality industry?
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Destination Specific.</b> Are you or your associates primarily and directly employed in or employed by any specific entities within Hawai‘i related to tourism such as hotels, resorts, restaurants, retail, transportation companies, attractions, activities, entertainment, or cultural facilities?
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Other Relationships.</b> Do you or your associates have any existing or planned relationships (direct or indirect, including financial, organizational, contractual or otherwise) with any entity other than HTA that could affect in any way your performance under this contract?
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Competing Markets.</b> Do you or your associates perform work for, or have a direct or indirect relationship with, any entity responsible for or providing destination marketing services to any destination that may be a competitor to Hawai‘i?
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. State Contracts.</b> Do you or your associates have, or have you had during the last six years, any arrangements (for example, contracts and cooperative agreements) awarded, administered, or funded-wholly or partly by the HTA or any other Hawai‘i state or local government agency which are in any way related to this solicitation?
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Restrictions.</b> Do you or your associates have any contracts, agreements, special clauses, legal prohibitions or other arrangements that may restrict your effort or independent judgment in proposing or performing any part of the work that you may need to perform under this solicitation?
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Other Conflicts.</b> Are you aware of any other conflicts of interest not described above?
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Mitigation Plans.</b> To avoid what you perceive as possible organizational conflicts of interest, do you propose to exclude associates from portions of the proposed work, employ any special contract clauses, or take other measures? Please provide details.

<b>ATTESTATIONS</b>	<b>Initial of Authorized Signer</b>
<b>9. Self Dealing.</b> We will not engage in self-dealing, meaning that no work or effort performed under this contract will be used for our own benefit or to provide special access or benefits to our associates.	
<b>10. Access to Information.</b> We will not utilize non-public information acquired in the performance of the proposed work—such as data generated under the contract, information concerning HTA plans and programs, or the confidential and proprietary data of others—for non-HTA activities.	
<b>11. Biased Ground Rules.</b> Outside of any possible formal RFI’s, we were not involved in preparing the requirements, developing the specifications, or drafting the statement of work for this solicitation.	
<b>12. Proposal Accuracy.</b> We acknowledge and certify that the information contained in this proposal and application is true and correct to the best of our knowledge and has been duly authorized by the governing body of the organization.	
<b>13. General Conditions as Amended.</b> We accept the State’s General Conditions as amended in this RFP by the HTA without exceptions.	
<b>14. Financial Resources.</b> There is often a delay between services and payment, so the contractor agrees to utilize its own financial resources to fund at least two months of the services described in its Brand Management Plan and Budget.	

I hereby certify that I have authority to represent my organization, if applicable, and that, to the best of my knowledge and belief, the facts and representations presented this questionnaire and on the pages of the attached explanations are accurate and complete.

Signature:		
Typed/Printed		
Title:		
Date:		
Organization:		
Number of pages		