

ETHICS IN CONTRACTING VENDOR FORM

**(DISCLOSURE OF RELATIONSHIPS WITH AUTHORITY
CONTRACT MANAGERS BY OWNERS AND OFFICERS OF
BUSINESS SUBMITTING QUOTE)**

- This form must be completed by a person holding a key position in the business, such as, an officer, director, trustee, partner, senior engineer or sales manager and have influence in making this bid or response or in performing the contract if the Detroit Wayne Mental Health Authority (Authority) awards it to your business.
- **Please fill out this form to the best of your knowledge and belief.**
- Detach and make additional copies of this form if needed.
- If you are unsure about what to disclose, contact the Purchasing Director at (313) 833-3604.
- **You are not required to question family members beyond what you already know of their affairs.**
- Submit this form with your quote/bid/proposal. A copy will be kept on file by the Authority's Purchasing Director.
- If you fail to fully disclose the required information below, the Authority may terminate your contract if your business is awarded one.

1. Are you an immediate family member of a Authority employee? YES NO

If Yes: Name: _____ Relationship: _____
 Department: _____ Title: _____

2. Without any further inquiry, are you aware if your business has employed an immediate family member of a Authority employee within the previous twelve (12) months? YES NO

If Yes: Name: _____
 Department: _____ Title: _____

3. Without any further inquiry, are you aware if your business has discussed hiring an immediate family member of a contract manager within the past twelve (12) months? YES NO

If Yes: Name of Contract Manager: _____
 Department: _____ Title: _____

4. Do you and a contract manager each have a substantial financial interest in one or more of the same business ventures? YES NO

If Yes: Name of Contract Manager: _____
 Department: _____ Title: _____

ETHICS
CERTIFICATION

I certify that I have disclosed all information within my knowledge, which is required by this disclosure form.

Name (Please Print): _____

Signature: _____ Date: _____

Company Name: _____

Company Tax ID #: _____

ETHICS
DEFINITIONS

Contract Manager

An elected or appointed Authority official identified as having significant discretion over Authority contracts.

Immediate Family

A spouse, a former spouse, children, parents, brothers, sisters, grandparents, brother-in-law, and sister-in-law.

Substantial Financial Interest

- Ownership of any interest or involvement in any relationship, which results in the receipt of \$500 or more per year. Exceptions: Market-rate from a financial institution; income from the ownership of less than \$10,000 of stocks and bonds traded on the national stock exchanges.
- Holding a key position in a business such as officer, director, trustee, partner or sales manager. Exceptions: Officers who serve without compensation on the boards of charitable organizations.