

**Conflict of Interest Questionnaire and Non-Disclosure Statement for Spring ISD Employees Involved  
in a Competitive Solicitation Process**

**TO:** Spring ISD Employee  
**FROM:** Procurement Services Department

**I. Conflict of Interest Policies**

In accordance with Spring ISD Policy **DBD (Legal)**, Section 2, "A public servant who exercises discretion in connection with contracts, purchases, payment, claims or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transaction of the District" *Penal Code 36.08(d)*. Also, in accordance with Spring ISD Policy **DBD (Local)**, including standards of conduct Section 4, "No staff member shall make personal investments that could reasonably be expected to create a substantial conflict between the staff member's private interest and the public interest", an employee shall disclose a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

State officers and employees should not engage in any activity that creates a conflict of interest or that might reasonably tend to influence the discharge of official duties; nor should they accept any gift or other gesture given with the intent of influencing official duties.

Additionally, if an employee has discretionary authority to choose a vendor or to direct business to a vendor, acceptance of any gift from that vendor could put the employee at significant risk from both an employment and a legal standpoint.

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**II. Certification Statement**

I, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein. I am acting as an employee of the **Spring Independent School District** as a participant in the evaluation of the following procurement:

- Solicitation Title: **Wireless District Refresh and Cabling**
- Solicitation Type (ITB, RFP, RFQ) / Solicitation #: **24-006**

As a representative of the District, I affirm that I, nor my spouse and/or dependent(s), are not receiving any compensation *from*, nor have I/they been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with any proposal or involved proposer in return for favorable consideration. I have no preconceived position on the relative merits of any of the proposals, nor have I established a personal preference or position on the worth or standing of any proposer participating in this action.

In accordance with Spring ISD's **Code of Silence policy CAA (Regulation)**, I agree not to disclose or otherwise divulge any information pertaining to the contents, status, pricing, ranking, technical aspects, competitive range determinations, reports, or any other aspects of the proposals to anyone other than designated individuals. I understand the terms "disclose or otherwise divulge" to include, but are not limited to, reproduction, discussion, and/or removal of any part of portion of any proposal from designated areas without prior authorization from the District's Procurement Services representative. I understand that designated individuals include the District's Procurement Services representatives, evaluation team leader and members, or appropriate District administrative staff determined to have authority over the procurement process. Prior to the award of the contract, I will not be in discussion with any proposer, representatives of a proposer, or any other individual not designated above. Upon completion of the award and execution of the contract, I am no longer bound by this statement, however I am encouraged to be mindful of the extent to which discussion occurs outside the designated individuals.

**I agree to perform any and all evaluations of said proposals in an unbiased manner, to the best of my ability, and with the best interest of the Spring Independent School District paramount in all decisions.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**