

OCI Questionnaire for agency program staff

Please provide the following information. The information must be provided by the using agency's program staff, not procurement staff. The answers are intended to assist procurement officers in determining whether an actual or potential organizational conflict of interest (OCI) exists and, if so, how best to address the conflict. For each business or person identified, provide a separate written explanation.

The first seven requests pertain to firms or individuals whom you expect may offer to perform the work described in the solicitation.

1. Identify any business that has performed work related in any way to the goods or services to be acquired by this procurement.
2. Identify any business that was involved in any way in either the design or specification of the goods or services to be acquired or in the planning of this procurement.
3. If this procurement is to acquire systems engineering and technical direction identify the system and its major components that you expect will be the subject of subsequent acquisitions.
4. Explain whether the intended contract puts any business in a position to influence the award of future contracts to any other business.
5. Please identify any former agency staff, temporary workers, or consultants who are employed by a business that might compete for the proposed contract.
6. Please identify any prior, current, or planned procurements that relate to this one.
7. Please identify every business you anticipate might participate in the awarded contract in any way. Without limitation, the participation might be as a contractor, a subcontractor, or as an affiliate or consultant of either.

The next four questions pertain to the contract that will result from this solicitation:

1. Will the contract include drafting long-range plans, technical specifications, or statements of work that may form the basis for future contracts?
2. Will performance of the contract provide unusual insight into your agency's decision-making process in awarding other contracts?

3. Will the performance of the contract involve access to or the use of another business' proprietary information?
4. Will the work require the contractor to provide advice, analysis and evaluation, opinions, alternatives, or recommendations that could significantly influence agency policy development or decision-making?

The following four questions pertain to any business to which the contract may be awarded, as well as any affiliates or subcontractors of that business:

1. Will the contractor be evaluating the work of another business, or providing advice to agency staff in a procurement evaluation?
2. Does the contract allow the contractor to inspect or accept products or activities on behalf of the State?
3. Will the work, under this contract, put the contractor in a position to influence government decision-making (*e.g.*, developing regulations) that could affect the contractor's current or future business?
4. Will the work under this contract affect the interests of the contractor's other clients?