

REQUEST FOR PROPOSALS
FOR
REGIONAL PLAN OF CONSERVATION & DEVELOPMENT UPDATE

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<u>Issue Date</u>	Thursday, June 18 th , 2026
<u>Deadline for Questions</u>	Friday, July 10 th , 2026, at 12:00 PM
<u>Response Date/Time</u>	Thursday, July 30 th , 2026 at 12:00 PM

1.0 GENERAL INFORMATION

1.1 Introduction

The South Central Regional Council of Governments ("SCRCOG") is seeking proposals from a qualified consultant or consultant team to prepare an update to the SCRCOG Regional Plan of Conservation and Development ("Regional POCD") for the 2028-2038 planning period in accordance with Connecticut General Statutes and other applicable State requirements. The Regional POCD update shall establish a comprehensive regional planning framework intended to guide conservation, development, infrastructure, housing, transportation, environmental stewardship, resilience planning, and intermunicipal coordination throughout the SCRCOG region. The update shall reflect existing and emerging regional conditions, incorporate best available planning data and practices, and provide implementation-oriented recommendations that support coordinated regional decision-making and consistency with existing municipal, regional, and state planning initiatives. The scope of work is anticipated to include a range of planning components. SCRCOG anticipates leading a substantial portion of stakeholder coordination and public outreach efforts, while the Selected Consultant will support the project through technical analysis, plan drafting and content development, visualizations, and engagement material generation throughout the project.

1.2 Issuing Organization

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

1.3 Information & Inquiries

Updates and addenda to this RFP will be posted at <https://scrcog.org/>

Inquiries regarding this RFP must be submitted in writing and sent by Friday, July 10th, 2026, at 12:00 P.M. EDT through email to:

Brendon Dukett, Director of Regional Planning & Municipal Services
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473

purchasing@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org> by Friday, July 17th, 2026, at 12:00 P.M. EDT

1.4 Response Deadline

Responses to this RFP must be received by Thursday, July 30th, 2026, at 12:00 P.M. EDT and be addressed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

SCRCOG is requesting six (6) printed copies of the proposal. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF file of the proposal, not to exceed thirty (30) total pages, and a PowerPoint presentation for the interview process not to exceed ten (10) slides. Both the required physical submission materials and electronic submission materials must be received for a proposal to be considered responsive to this RFP.

1.5 Submission of Responses

All physical submissions must include six (6) printed copies. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF file of the proposal that is not to exceed 30 total pages, inclusive of all submission materials identified in Sections 3.0 & 4.0, including Letters of Interest, resumes, organizational charts, schedules, and additional materials, and the PowerPoint presentation for the interview (10 slides maximum):

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

All subsequent communications, including shortlist notifications and interview invitations, will be conducted via email.

The physical submission and electronic email subject must be clearly marked:
"RFP #027-02: Regional Plan of Conservation & Development Update"

SCRCOG reserves the right to accept or reject, in whole or in part, any response and may waive any informality.

1.6 Cost of Response Preparation

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

1.7 Proposal to be in Effect

The proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt by SCRCOG. No changes or additions to the original response will be allowed after the final deadline for submission.

1.8 Primary Project Responsibility

The Respondent responding to this RFP will be considered the lead party. It must be clearly understood that the lead party will enter a contract with SCRCOG. All other parties will be considered sub-consultants to the lead party. The lead party is ultimately responsible for the performance of all contract work.

1.9 Ownership Information

All responses submitted will be the property of SCRCOG and its member municipalities. All confidential business information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

1.10 Equal Opportunity Requirements

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.0 SCOPE OF SERVICES

2.1 Project Summary

The South Central Regional Council of Governments (SCRCOG) is seeking consultant services to prepare an update to the South Central Region Plan of Conservation and Development (Regional POCD) for the 2028–2038 planning period, in accordance with Connecticut General Statutes and other applicable State requirements.

The Regional POCD Update will establish a comprehensive and forward-looking framework to guide regional conservation, growth, infrastructure investment, housing, transportation, environmental stewardship, climate resilience, and intermunicipal collaboration throughout the SCRCOG region. The plan shall identify regional opportunities, challenges, and strategic priorities that support coordinated decision-making and advance the long-term vitality and sustainability of the region.

The updated Regional POCD shall reflect existing and emerging regional conditions, incorporate best available data and planning practices, and provide implementation-oriented recommendations that support consistency with municipal, regional, and state planning initiatives.

The Regional POCD Update is anticipated to generally include, but not necessarily be limited to, the following planning components:

- Engagement & Regional Vision
- Demographic & Socioeconomic Conditions
- Community & Cultural Assets
- Public Health & Environmental Justice
- Governance & Regional Coordination
- Housing
- Transportation
- Economic Development
- Utilities, Infrastructure, and Solid Waste Management
- Open Space & Natural Resources
- Water Resources, Climate Resilience, and Hazard Mitigation Integration
- Land Use & Development Patterns
- Regional Strategy Consolidation, Performance Measures, & Implementation Actions

The final organization and structure of the Regional POCD may be refined throughout the planning process in coordination with SCRCOG and the Selected Consultant.

SCRCOG anticipates leading a substantial portion of the stakeholder coordination and public outreach efforts associated with the project. The Selected Consultant shall support these efforts through the preparation of technical content, graphics, visualizations, presentation materials, outreach materials, and online resources to support engagement throughout the planning process.

2.2 Project Scope

The Consultant shall prepare a comprehensive update to the South Central Region Plan of Conservation and Development (Regional POCD) for the SCRCOG region in accordance with Connecticut General Statutes and other applicable state planning requirements.

The updated Regional POCD shall serve as the region's principal long-range planning document, providing a coordinated framework to guide growth, conservation, infrastructure investment, transportation, housing, economic development, environmental stewardship, climate resilience, and regional collaboration throughout the 2028–2038 planning period.

The Consultant shall facilitate a planning process that emphasizes actionable implementation strategies, measurable outcomes, regional coordination, and integration between existing regional and municipal planning efforts. The planning process shall evaluate existing conditions, identify emerging opportunities and challenges, and incorporate relevant findings and recommendations from adopted local, regional, and state plans, studies, policies, and initiatives.

The Consultant shall support SCRCOG-led public and stakeholder engagement efforts throughout the planning process and shall assist in developing technical content, mapping, graphics, data visualizations, presentation materials, outreach resources, and other materials necessary to facilitate meaningful participation by municipalities, partner agencies, stakeholders, and the public. The final plan shall be technically rigorous while remaining accessible and understandable to elected officials, municipal staff, stakeholders, and residents.

The Consultant shall provide all necessary draft and final deliverables to support SCRCOG review, municipal review, state review, stakeholder review, public review, and final adoption, including associated technical memoranda, existing conditions analyses, graphics, maps, meeting summaries, implementation matrices, draft and final plan materials, and associated digital files developed as part of the project.

The Consultant shall work closely with SCRCOG staff throughout the planning process to ensure consistency in technical analysis, graphic presentation, implementation strategy, public engagement support, and overall project direction.

The Consultant's scope of work shall include, but not be limited to, the following tasks:

Task 1 – Project Management and Coordination

The Consultant shall provide overall project management and coordination throughout the Regional POCD Update process, including project scheduling, coordination meetings, progress tracking, quality control, and communication with SCRCOG staff. The Consultant shall conduct a kickoff meeting and maintain a detailed project schedule identifying major milestones, deliverables, review periods, and activities necessary to support final adoption of the updated Regional POCD by June 30, 2028.

The Consultant shall participate in regular coordination meetings with SCRCOG staff and prepare meeting agendas, summaries, and progress updates as appropriate. The Consultant shall maintain quality assurance and quality control procedures throughout the project to ensure technical accuracy, consistency, completeness, and clarity of all draft and final deliverables.

Task 2 – Existing Conditions and Baseline Analysis

The Consultant shall prepare a comprehensive assessment of existing regional conditions, trends, opportunities, and constraints relevant to the Regional POCD Update utilizing the best available federal, state, regional, municipal, and other applicable datasets and planning resources. The analysis shall evaluate demographic, socioeconomic, land use, environmental, infrastructure, transportation, housing, governance, utility, economic, cultural, and public health conditions throughout the SCRCOG region, as well as any additional conditions deemed important for regional planning purposes.

The Consultant shall review and incorporate relevant findings and recommendations from existing local, regional, and state plans, studies, and initiatives, including municipal POCDs, transportation planning documents, economic development strategies, hazard mitigation planning efforts, housing initiatives, open space planning efforts, regional climate plans, shared services planning efforts, and solid waste and recycling planning efforts. SCRCOG may provide existing GIS resources, mapping products, datasets, and technical information to support the analysis.

Task 3 – Engagement and Visioning Support

The Consultant shall support SCRCOG-led public and stakeholder engagement efforts throughout the planning process through the preparation of presentation materials, graphics, visualizations, technical summaries, surveys, outreach materials, meeting summaries, project branding materials, and other communication materials necessary to support engagement activities and maintain a consistent visual identity throughout the planning process. SCRCOG anticipates leading a substantial portion of municipal coordination, committee engagement, and public outreach activities associated with the project.

The Consultant shall develop and maintain a centralized framework for gathering and organizing public and stakeholder input collected throughout the planning process, including digital engagement tools, surveys, and online resources to support public engagement and communicate planning updates throughout the project. The Consultant shall assist SCRCOG in synthesizing feedback and developing a regional vision framework informed by stakeholder input, municipal priorities, public engagement outcomes, and regional planning objectives. In some situations, SCRCOG may ask the Consultant to assist in attending community engagement events.

Task 4 – Goals, Strategies, and Recommendations

The Consultant shall assist SCRCOG in developing updated regional planning goals, strategies, policies, and recommendations addressing major topic areas included within the Regional POCD. Recommendations shall emphasize implementation-oriented planning and regional collaboration efforts that can be achieved by SCRCOG and municipalities.

The Consultant shall identify opportunities for regional coordination, infrastructure investment, housing and land use improvements, transportation enhancements, environmental protection, economic development, and resilience initiatives, while identifying implementation considerations, partnership opportunities, and potential funding opportunities where appropriate.

Task 5 – Draft and Final Regional POCD Preparation

The Consultant shall prepare all draft and final Regional POCD materials, supporting technical memoranda, graphics, figures, charts, and associated documentation necessary to complete the project. The Consultant shall prepare a comprehensive draft Regional POCD for review by SCRCOG, participating municipalities, stakeholders, state agencies, and the public.

The Consultant shall coordinate with SCRCOG regarding document organization, chapter formatting, graphics, mapping integration, and overall visual presentation throughout plan preparation. The Consultant shall incorporate comments and revisions received throughout the review process and prepare all final deliverables necessary to support adoption of the updated Regional POCD.

Task 6 – Adoption Support and Final Deliverables

The Consultant shall assist SCRCOG in supporting the formal review and adoption process associated with the Regional POCD Update, including responding to comments received from municipalities, state agencies, stakeholders, and the public and preparing revisions as necessary. The Consultant shall attend and participate in meetings, presentations, hearings, and other adoption-related activities as requested by SCRCOG.

Final deliverables shall include draft and final Regional POCD documents, supporting technical memoranda, graphics, presentation materials, meeting summaries, GIS-compatible mapping files, online resources, publication-ready PDF versions of the Regional POCD, editable digital versions of all project materials developed as part of the project, and 20 printed copies of the final plan.

2.3 Project Budget

The total budget for this project shall not exceed \$150,000.00 inclusive of all labor and incidental expenses.

Respondents must provide a detailed cost proposal that is broken out by task. SCRCOG anticipates entering into a lump-sum agreement with the Selected Consultant.

2.4 Project Timeline

This project will start when a contract between SCRCOG and the Consultant is executed. The Consultant shall prepare a detailed project schedule identifying all major milestones, review periods, draft deliverables, and anticipated adoption activities necessary to support final adoption of the updated Regional Plan of Conservation & Development by June 30, 2028.

3.0 REQUIRED INFORMATION

Respondents are asked to submit responses in three parts and in this order: (1) Letter of Interest, (2) Technical Response, (3) Budget/Fee Proposal, and (4) Additional Materials

3.1 Letter of Interest

The Letter of interest must specify the following:

- The name and address of the lead firm
- Names and addresses of any proposed sub-consultants
- Name, title, telephone number, and email address of the individuals within the firm authorized to commit to a contract;
- Name, title, telephone number, and email address of the individual SCRCOG should contact regarding questions and clarifications;
- A statement that the Respondent's proposal will remain in effect for ninety (90) days after the Respondent's proposal is received by SCRCOG.

3.2 Technical Response

The Technical Response must contain a detailed work program, and include the following:

- Project understanding and proposed approach to items identified in Section 2.0 Scope of Services
- Name and required services of any sub-consultants
- Project schedule
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience
- A detailed organizational chart
- A description and status of comparable work experience

3.3 Price Proposal

The price proposal shall be a lump sum proposal with a breakdown of costs by tasks (each element provided in Section 2.0 Scope of Services).

The total anticipated budget is outlined in Section 2.3 Project Budget. Proposals should contain sufficient detail regarding proposed budgets for this project.

3.4 Additional Materials

Organizational Conflict of Interest Disclosure

Respondents must complete and submit the Organizational Conflict of Interest Disclosure Form as part of their proposal submission. The disclosure shall identify any real or apparent organizational conflicts of interest, including circumstances involved impaired objectivity, unequal access to information, or biased ground rules related to proposed services. Failure to disclose relevant conflicts may result in disqualification or termination of the contract award.

4.0 SUBMISSION OF RESPONSES

Submissions must include six (6) printed copies of the proposal. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF of the full proposal, not to exceed 30 pages. The physical proposals must be mailed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Submission must be received no later than Thursday, July 30th, 2026, at 12:00 P.M. EDT. Late submissions will not be considered.

The physical submissions must include:

- The Respondent's name and mailing address
- Primary contact name, title, phone number, and email address
- A clear attachment of all required materials

The email submission to purchasing@scrcog.org must include:

- A single PDF of the full proposal
- A PowerPoint presentation for the interview process, not to exceed ten (10) slides

The outer packing of the physical submission and email subject of the submission must be clearly labeled:

"RFP #027-02: Regional Plan of Conservation & Development Update"

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informalities or minor technical deficiencies in a submission.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Criteria

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process. The criteria are below:

- Project understanding of the work to be performed
- Project organization & staff commitment
- Professional experience and qualifications of the team
- Demonstrated experience preparing comprehensive planning documents, Plans of Conservation & Development, or similar long-range plans
- Completeness, feasibility, and quality of the proposed approach to the Scope of Services
- Experience with regional planning, implementation planning, intergovernmental coordination, public engagement, land use planning, and related planning disciplines
- Demonstrated ability to prepare high-quality technical analyses, mapping, graphics, and implementation-oriented planning documents
- Project budget/fee proposal

5.2 Selection Process

A selection panel shall assist SCRCOG in choosing the successful firm for this contract.

Respondents submitting the most responsive proposals may be invited to an interview with the selection committee. Respondents are not guaranteed an interview. It is anticipated that interviews will be conducted for approximately 30 minutes; however, this is not guaranteed and may be subject to change. As part of the interview process, respondents shall submit a PowerPoint presentation, not to exceed ten (10) slides. There are no required elements for the PowerPoint presentation, what is included is within full discretion of the Respondent.

Responses to this RFP will be reviewed against criteria listed above in Section 5.1. SCRCOG anticipates conducting interviews in August 2026 and executing a contract shortly thereafter; however, the schedule is subject to change at SCRCOG's discretion.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFP.

SCRCOG reserves the right to make selections based on qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFP requirements.

6.0 GENERAL PROVISIONS

- A. All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations
- B. The Selected Consultant shall uphold the highest professional standards in all dealings with elected officials, public officials, SCRCOG employees, municipal volunteers, contractors, vendors, and all others when representing SCRCOG.
- C. The selected Consultant shall be responsible for identifying, certifying, and adhering to any changes in Federal, State, and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- D. The selected Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles, and all other items necessary to successfully complete the work contemplated in this RFP.

6.1 Amending or Canceling Request

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process.

6.2 Insurance Requirements

The respondent shall, at its own expense and cost, obtain and keep in force during the entire transition and contract period the following insurance coverages covering the respondent and all of its agents, employees and sub-contractors and other providers of services. The Consultant shall maintain and produce evidence throughout the term of this Agreement of required insurance coverage not less than the following:

- 1) Commercial General Liability Insurance written on an ISO Occurrence Form or its equivalent relating to work performed under the Agreement providing a limit of not less than \$1,000,000 in the aggregate and not less than \$1,000,000 per occurrence for the bodily injury, personal injury and property damage and \$1,000,000 products/completed operations and contractual coverage which will remain in effect for the period of this agreement;
- 2) SCRCOG must be named as additional insured on all policies listed in the foregoing subparagraph (A) pursuant to endorsements to each of such policies and the

Consultant must be named as additional insured on all such policies obtained by its subcontractors;

- 3) Consultant will also maintain Statutory Workers' Compensation and Employer's Liability Insurance covering all the Contractor's employees engaged in the work performed under this Agreement; and,
- 4) Certificates of insurance in ISO Occurrence Form must be supplied for review and approval prior to the Consultant's commencement of work under this Agreement. The Contractor shall release and waive all rights of subrogation against SCRCOG possessed by the Consultant's insurers with respect to the assumption and discharge of the obligations of the Consultant pursuant to this paragraph, and the Consultant represents and warrants that it is authorized to make such release and waiver under its policies of insurance. Each issuer of each insurance policy required to be maintained under this Agreement shall evidence its agreement that each such policy shall not be cancelled without not less than 30 days prior notice to SCRCOG.

6.3 Independent Contractor Status

The Consultant shall perform all services under the contract as an independent contractor and not as an agent, employee, or partner of SCRCOG. Nothing in this agreement shall be construed to establish a joint venture, agency, or employment relationship.

6.4 Ownership of Work Product

All data collected, materials prepared, and other deliverables produced under the agreement shall become the sole and exclusive property of SCRCOG. No materials may be copied, disclosed, or used by the Consultant for any purpose other than fulfilling obligations without express written permission from SCRCOG.

6.5 Records and Audit Rights

The Consultant shall maintain complete and accurate records related to performance and costs for a period of six (6) years following final payment. SCRCOG reserves the right to audit, examine, and make copies of such records at any time.

6.6 No Equipment Purchases Without Approval

No equipment purchases shall be made using project funds without the prior written consent of SCRCOG.

6.7 Disclaimer

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFP. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facets of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFP.

SCRCOG - Organizational Procurement Conflict of Interest Statement

Each entity that enters into a contract with the South Central Regional Council of Governments (SCRCOG) is required, prior to entering into such contract, to inform SCRCOG of any real or apparent Organizational Conflict of Interest (OCI). An OCI exists when any of the following circumstances arise:

1. **Lack of Impartiality or Impaired Objectivity.** When the CONSULTANT (proposer, etc.) is unable, or potentially unable, to provide impartial or objective assistance or advice to SCRCOG due to outside activities, relationships, circumstances, contracts, etc.
2. **Unequal Access to Information.** The CONSULTANT has an unfair advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. **Biased Ground Rules.** During the conduct of an earlier procurement, the CONSULTANT has established ground rules for future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflict of Interest Prohibition and Non-Conflict Certification

The CONSULTANT warrants that, to the best of his/her knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to SCRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, SCRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to SCRCOG, SCRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms “contract” and “CONSULTANT” modified appropriately to preserve SCRCOG’s rights.

To comply with this requirement, all proposers must complete and submit the following Conflict of Interest Disclosure Form as part of their proposal.

Consultant Conflict of Interest Disclosure Form

(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

Consultant Information

RFP Title _____

RFP No: _____

Consultant/Firm Name: _____

Statement of Understanding

By signing below, the Consultant certifies that, to the best of their knowledge and belief, there are no conflicts of interest (actual, potential, or apparent) that would compromise the integrity or objectivity of the services proposed under this solicitation, or that all such conflicts are fully disclosed herein.

The Consultant further acknowledges its obligations to provide immediate written notice to SCRCOG if a conflict of interest is identified at any time prior to or after contract of award.

Disclosure of Conflicts

☐ No Conflicts to Report

☐ Conflicts Exist (if checked, complete the below sections)

Types of Conflict (check all that apply)

☐ Organizational – Financial or contractual relationships that may impair objectivity

☐ Personal – Relationships of key personnel that reasonably could be seen to influence judgement

☐ Apparent/Perceived – Situations that a reasonable person would view as comprising impartiality

☐ Unequal Access to Information

☐ Biased Ground Rules

☐ Not Applicable

Description of Conflict(s) and Proposed Mitigation

For each conflict identified, provide the following information:

Conflict: _____

Nature of the Conflict: _____

Parties Involved: _____

How it would affect work: _____

Proposed mitigation action: _____

(Copy this section if additional conflicts need to be disclosed)

Certification

I certify that I have read and understand SCRCOG's Organizational Procurement Conflict of Interest requirements and that the information provided in this Disclosure and Certification form is accurate, complete, and current to the best of my knowledge.

I further acknowledge that failure to disclose a known conflict of interest may result in disqualification of my proposal, cancellation of contract award, or termination of an executed contract.

Signature _____

Printed Name _____

Title _____

Company _____

Company Address _____

Date _____