

**Department of Administrative Services  
Central Procurement and Fleet Services Enterprise  
Purchaser Representation of Independence**

Individuals employed by the Department of Administrative Services Central Procurement and Fleet Services Enterprise (DAS-CPFSE) as procurement enterprise staff and employees authorized by other State agencies to purchase goods and services (collectively, "Purchasers") shall comply with the provisions of chapters 8A, 26, 68B of the Code of Iowa and all other applicable procurement laws, rules and policies in performing their procurement responsibilities. Such policies include those outlined in the Department of Administrative Services Conflict of Interest and Related Party Policy ("Policy"). The Policy requires Purchaser to complete this Representation of Independence annually and as new reportable interests are obtained or as new reportable activities occur.

**Conflicts of Interest**

Conflicts of interest include purchases from a spouse, domestic partner, direct descendant, direct ascendant (parent, grandparent, great-grandparent, etc.), sibling, dependent, member of household, or business partner (collectively, "Related Parties"). In the course of their duties as State employees, Purchasers shall not knowingly solicit or acquire goods or services from a Related Party. A supplier or service provider in a proposed procurement with the State is a Related Party of a Purchaser conducting the procurement if the Purchaser:

1. Has any Direct or Indirect Financial Interest or Other Interest, as such terms are defined below, in the supplier or service provider; or
2. Controls or actively influences the activities of, the supplier or service provider, or who has a Related Party who owns or controls or actively influences the activities of the supplier or service provider; or
3. Has an immediate family member who is employed by the supplier or service provider in a management or sales capacity.

A Purchaser has a "Direct or Indirect Financial Interest" in a current or prospective supplier or service provider of the State if the Purchaser has an ownership or other financial interest in the supplier or service provider; or any relationship, contractual or otherwise, with the supplier or service provider which could result in a monetary or non-monetary gain to a Purchaser from a transaction between the supplier or service provider and the State. "Other Interests" of a Purchaser means serving as a compensated or non-compensated director, officer, consultant, broker, agent, employee or representative of any business entity proposing to conduct business with the State.

**Purchaser Representations**

The undersigned Purchaser provides the following representations:

1. I have read and have an understanding of the requirements established by Chapter 68B of the Code of Iowa and how they apply to me as a Purchaser. I will comply with those requirements.
2. I will comply with the reporting requirements established by section 68B.3(6) of the Code of Iowa. I understand that the reporting requirements apply to any business in which I have a Direct or Indirect Financial Interest or Other Interest, as such terms are defined above and in the Policy.
3. In the course of my employment as a Purchaser, I will not knowingly solicit or acquire goods or services from a Related Party, as such term is defined above and in the Policy.

4. I do not have a Direct or Indirect Financial Interest or Other Interest in any vendor providing goods and/or services to any State agency except as disclosed below.
5. I do not have a Related Party relationship with any vendor providing goods and/or services to any State agency except as disclosed below.
6. I will maintain independence in all matters related to my work as a Purchaser. The disclosures I have provided in this Representation are true and accurate as of the date of my signature below. If circumstances requiring disclosure under the Policy arise during the coming year, or if I am inadvertently involved in a transaction involving a vendor which would require a disclosure of a conflict of interest under the Policy, I will promptly notify my management and file an updated Representation of Independence disclosing the conflict.

**Purchaser Disclosures**

Pursuant to the Policy, Purchasers must provide the following two conflict of interest disclosures annually and as new reportable interests are obtained or new reportable activities occur.

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1. Describe any Direct or Indirect Financial Interest or Other Interest you have that poses or may pose a real, apparent, or potential conflict of interest under the Policy. (if none, state "None"):

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2. List any known Related Party in which you hold a Direct or Indirect Financial Interest or Other Interest. (if none, state "None"):

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

*Please submit one signed copy of this form to the DAS-CPFSE Chief Operations Officer.*