

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**ATTACHMENT D**

**DEPARTMENT OF GENERAL SERVICES  
Contracts and Procurement Division**

Request for Proposals DCAM-14-NC-0109  
FF&E for several District of Columbia Public Schools

**DISCLOSURE FORM**

**INSTRUCTIONS:** Each person involved in the evaluation of the proposals submitted in response to the Request for Proposals (RFP) for FF&E for several District of Columbia Public Schools issued by the Department of General Services (“DGS” or the “Department”) on February 10, 2014 is required to complete this disclosure form. This includes members of the evaluation panel, technical advisors, legal advisors and procurement advisors (collectively, the “Evaluators”). The purpose of this disclosure form is to identify whether an Evaluator has a relationship with any of the companies that submitted a proposal or the key personnel identified in the proposals that reasonably could be perceived to impair the objectivity of the Evaluator or the evaluation process.

---

**Attached as Exhibit A is a list of the companies that submitted a proposal as well as the organizational chart/key personnel identified in the proposals. Please carefully review this list and answer the questions below.**

---

**Question 1**

Do you or your spouse directly or indirectly have an ownership interest in any of the companies listed on Exhibit A? If so, please identify the company below. If the company is a publicly traded company and the value of your stock is less than \$25,000, then you need not identify the company. Also, you need not identify any company in which you have an indirect ownership interest through a publicly traded mutual fund.

**Answer:**

---

---

---

---

**Question 2**

Are you or is any member of your immediate family an employee of any company listed on Exhibit A? Do you or does any member of your immediate family serve as an officer or director of any company listed on Exhibit A? If so, please identify the company below. For purposes of this question and all subsequent questions, the term “immediate family” means (i) your spouse or domestic partner; (ii) your children and their spouses or domestic partners; (iii) your parents; and (iv) your siblings and their spouses or domestic partners.

**Answer:**

---

---

---

---

**Question 3**

Are any of the key personnel listed on Exhibit A a member of your immediate family. If so, please identify the individual and their relationship to you below.

**Answer:**

---

---

---

---

**Question 4**

Do you have a financial relationship, direct or indirect, pursuant to which you derive income from any of the companies listed on Exhibit A? If so, please identify the company below.

**Answer:**

---

---

---

---

**Question 5**

Have you ever served in a fiduciary capacity for any of the companies or key personnel listed on Exhibit A? If so, please identify the company or individual below. For purposes of this question, the term “fiduciary capacity” means served as a lawyer, accountant, trustee or similar professional relationship.

**Answer:**

---

---

---

---

**Question 6**

Have you or any member of your immediate family been promised anything of value if one of the companies listed on Exhibit A is awarded a contract for Janitorial and Related Supplemental Services? Do you or any member of your immediate family stand to benefit if any of the companies listed on Exhibit A is awarded a contract for Janitorial and Related supplemental Services? If so, please identify the company below and describe what you were promised or how you stand to benefit.

**Answer:**

---

---

---

---

**Question 7**

Are you aware of any circumstance (other than those listed above) that could impair your objectivity in evaluating the proposals? If so, please detail below.

**Answer:**

---

---

---

---

**Name of Evaluator:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_