

## RFP 18-005 Conflict of Interest Software – SUBMITTED VENDOR QUESTIONS

1. Requirement 1) Ability to automate employee disclosure and review process of potential conflicts of interest(s).
2. Question: Request for elaboration on this first requirement. Can you give us an example of what your desired process is for this requirement?

We would like employees to be able to log into an electronic system, ideally connected to our PeopleSoft system with universal login, where they fill out a disclosure form. Their responses would carry over from year to year, requiring only that employees update their information on an annual basis. Supervisors, appointing authorities, ethics advisor, director of contracts would be provided information about potential COIs.

3. Requirement 9) Potential conflicts are automatically flagged with e-mail alerts sent to the appropriate reviewers for follow-up.
4. Question: Will there be multiple kinds of conflicts of interest? If so, is there need for a different workflow for the different kinds.

Employees will be asked to identify, for example, other family members who also work at the university. We expect there will be questions about paid or volunteer activities, business and community ties, and/or institutional conflicts. Some employees are identified as appointing authorities; family members could not report to these entities. Some employees are contracting agents; business ties will be evaluated for these individuals.

List includes: ownership interest, remunerative activities, outside employment, and sponsored travel.

5. General question: How are you envisioning the workflow?

We will work to provide a list of questions that will identify potential COIs depending on the *type* of employee. That employee's appointing authority would have access to information that would alert him/her to a potential COI.

6. General question: What is the system administrator hoping to be able to edit in terms of workflow?

We are open to alternatives. This is a new process. We are immature in understanding the extent of possible COIs.