

Lake County Vendor Disclosure Policy:

This pertains to procurements over \$30,000, and relate to whatever process is used, whether Bids, Requests for Proposal, or Statements of Interest (for architects, engineers, and land surveyors). The options apply to owner/principle/officer of the proposers and their immediate family members, and to the County employees who evaluate the proposals.

Option B: Addition of a policy to require a “vendor disclosure statement.”

- **Step One:** Potential vendors would be required to submit a “Vendor Disclosure Form” for any public procurement the County issues (i.e. Invitations for Bid, Requests for Proposal, or Statements of Interest). The form would be included as part of the required submissions for the procurement. Vendors would be asked to disclose the names of each owner/principal/officer of the company, along with those individuals’ immediate family members (as defined in the ordinance) who are employed by Lake County. Vendors who are publicly traded companies or utilities would be exempt from this requirement provided proper documentation of the exempt status is provided.
- **Step Two:** Purchasing would compare the list provided by a vendor with the employees on the proposed procurement evaluation panel. Employees identified by a vendor would not be eligible to participate in the vendor evaluation process.
- **Step Three:** Purchasing would have staff complete steps four and five listed in Option A and would verify that the evaluation panel complies with the Purchasing and Ethics Ordinances.