

# 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.”Vendor Disclosure Statement**

- **Step One:** Potential vendors would be required to submit a “Vendor Disclosure ~~Form~~Statement”

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~~must disclose:

a. 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. Lake County employees or public officials with whom owners, principals, or officers of the vendor’s company have an immediate familial relationship (spouse, child, parent/parent-in-law) and the nature of the relationship.

b. All political campaign contributions made by the vendor or an owner, principal, officer, manager, lobbyist, agent, consultant, counsel, subcontractor, or corporate entity under the control of the vendor and any political action committees to which the vendor has contributed within the current and previous calendar year to any county board member, county board chair, or countywide elected official.

- **Step Two:** Purchasing ~~would~~will compare the ~~list~~employee names 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 will include the vendor disclosure statement of the awarded vendor with the agenda item on the County Board agenda and file the statement with the contract and in Purchasing files.~~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.~~