

Lake County Vendor Disclosure Policy:

This policy pertains to procurements over \$30,000 by Lake County, ~~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~~are 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).~~ over \$30,000 by Lake County. The form ~~would~~will 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. A familial relationship between Lake County employees or public elected officials or department directors, deputy directors, or managers with whom and owners, principals, or officers of the vendor’s company have an immediate familial relationship by indicating the names of the elected official or employee and the vendor employee, as well as the nature of the relationship. A familial relationship includes: (spouse (including civil partner), child, stepchild, parent/parent-in-law, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned persons.) 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 to any county board member, county board chair, or countywide elected official -as well as contributions to any political action committees within the current and previous last five calendar years. 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~~are 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 on

the County's website 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.~~

Step Four: Upon contract renewal, Purchasing will communicate with the vendor and request any update to the vendor disclosure form as necessary.