Consultant contacts Port Contract Administrator via email with relevant facts

During Active Solicitation: Within 3-business days public posting contact the CPO CA listed in the solicitation.

During Active Contract Phase: Prior to commencing other work. Contact your Project Manager

CA contacts submitter for additional information as required

1. Conflict of Interest Question

2. CA informs CPO Admin to add COI Request to Port’s internal COI Tracking Log upon receipt

3. CA reviews COI request and gathers additional information, as required

4. CA Schedules Determination Meeting with Port PM, PM Manager/ Director, CA, Legal, CPO Director

5. Determination meeting conducted evaluating the facts available.

6. CPO Sr. Manager finalizes determination for appropriate concurrence and signature routing

7. CA contacts (email/phone) firm(s) before publicly posting information along with sending written confirmation of determination*

8. CA provides determination to CPO Admin to update COI Log Status to Complete

Port PM/RDR informs Contract Administrator

Prior to Solicitation: During Procurement Planning Meeting

During Active Contract Phase: Upon knowledge of potential conflict

CA Briefs RDR/PM & Senior Leadership as needed

If Determination is not made CA will go back to step 3

CPO Director may defer to Port Executive Leader (ELT) to make final COI determination. This will require separate meeting.

*A response will be provided within two (2) weeks/10 business days from submission date; however, a complex request may take longer to complete. The Port will notify you of the estimated time frame, if longer.

CA: Contract Administrator
COI: Conflict of Interest
DC: Diversity in Contracting Representative
PM: Project Manager
RDR: Requesting Department Representative