



**USAID**  
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# Certification and Agreement for the Use and Disclosure of Proposals

An Additional Help for ADS Chapter 302

Revision Date: 05/05/2006  
Responsible Office: OAA/P  
File Name: 302sae\_050506\_cd44

Certification and Agreement for the Use and  
Disclosure of Proposals

With respect to proposals submitted in response to USAID Solicitation Number \_\_\_\_\_, the undersigned hereby agrees and certifies to the following:

1. I will use the proposals and all information therein other than information otherwise available without restriction, for evaluation purposes only. I will safeguard the proposals, and will not remove them from the site at which the evaluation is conducted unless authorized by the Contracting Officer. In addition, I will not disclose them, or any information contained in them (other than information otherwise available without restriction), except as directed or approved by the Contracting Officer.
2. I will ensure that any authorized restrictive legends placed on the proposals by prospective contractors or subcontractors, or USAID, will be applied to any reproduction, or abstract of information, made by me. 3. Upon completing the evaluation, I will return all copies of the proposals, and any abstracts thereof, to the USAID office that initially furnished them to me.
3. Unless authorized by the contracting officer in advance in writing I will not, -- whether before, during, or after the evaluation -- contact any prospective contractor or subcontractor, or their employees, representatives or agents, concerning any aspect of the proposal.
4. I have carefully reviewed my employment (past, present and under consideration) and financial interests, as well as those of my household family members. Based on this review, I certify, to the best of my knowledge and belief as of the date indicated below, that I either

(1) have no actual or potential conflict of interest, personal or organizational, that could diminish my capacity to perform an impartial and objective evaluation of the proposals, or that might otherwise result in an unfair competitive advantage to one or more prospective contractors or subcontractors, or

(2) have fully disclosed all such conflicts to the contracting officer, and will comply fully, subject to termination of my evaluation services, with any instructions by the contracting officer to mitigate, avoid, or neutralize conflicts(s). I understand that I will also be under a continuing obligation to disclose, and act as instructed concerning, such conflicts discovered at any time prior to the completion of the evaluation.

Signature: \_\_\_\_\_

Name Typed or Printed: \_\_\_\_\_

Date: \_\_\_\_\_