

**ADOT Engineering Services Contracts  
Consultants Acting as an ADOT Project Manager, Consultant Services  
Support, and/or Program Manager Support  
Conflict-of-Interest and Confidentiality Certification**

I, \_\_\_\_\_ (INDIVIDUAL) with \_\_\_\_\_ (CONSULTANT), have been retained by the Arizona Department of Transportation (“ADOT”) to perform services for the \_\_\_\_\_ Division of ADOT.

Neither my firm nor I have:

- Any financial or other interest in the outcome of any project/program I will be managing.
- Any agreement, enforceable promise, or guarantee to provide any future work on any project I will be managing.
- No one with a financial interest in the outcome of projects/programs I will be managing exercises any control over my employment, pay, bonuses, or any other area subject to external influence.

In the performance of my duties I will:

- Represent ADOT in an equitable, ethical, and unbiased manner.
- Disclose potential conflicts-of-interest to the ADOT Group/Project Manager.
- Document and work with an ADOT Group Manager, in cases of potential conflicts-of-interest, to work out a course of action to alleviate a potential conflict-of-interest.
- Work under the direction of an ADOT Group/Project Manager.
- Maintain the confidentiality of all related information to which I gain access as a result of my job or assignment, including but not limited to any ADOT written documents, electronic documents, discussions, comments or meetings that are of a sensitive or confidential nature, even from my employer.
- Refer anyone requesting information relevant to confidential information to the appropriate ADOT division.
- Disclose and discuss with an ADOT Group/Project Manager for this contract in the event there are any activities which could interfere with the ethical performance of my duties.
- Not select consultants on behalf of ADOT but may assist an ADOT Project Manager in contract negotiations with other consultants.

I will not:

- Access information unless required to do so for the performance of my assignment.
- Inappropriately disclose any information gained.
- Use my assignment to influence selection of other consultants.
- Allow others access to ADOT systems granted to me as a Consultant for these services.
- Prepare or process any consultant contracts or administer any consultant selection process for which my firm is competing either as the prime or a sub-consultant.
- Exert undue pressure on any ADOT employee, local government official, or Selection Team member to either select or not select a particular consultant/contractor.
- Make copies of any confidential or privileged information for use after the contract is terminated.

Other employees of the CONSULTANT will not:

- Ask or require the INDIVIDUAL to disclose confidential information.

I understand my access to ADOT systems will be audited and I understand any violation of this Certification may result in termination of my firm’s contract(s) with ADOT.

By: \_\_\_\_\_  
(Individual’s Signature)

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

Approved by: \_\_\_\_\_  
[Authorized Consultant Contract Manager (Signature)]

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

\_\_\_\_\_  
[Authorized Consultant Contract Manager (Print Name)]