



APHL RFP: Event Management Contractors

Request for Proposals (RFP): Event Management Contractors

Application Due date: February 4, 2022

Submit to: Alisa Bochnowski, Senior Specialist, Respiratory Diseases
(alisa.bochnowski@aphl.org)

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Summary

The Association of Public Health Laboratories (APHL) is seeking to identify a qualified pool of expert event and travel management vendors to support various anticipated domestic and international training courses and meetings. APHL expects to provide funding to selected vendors on a cost-reimbursable basis. Funding will be awarded via a contract with APHL for each event.

Background

APHL supports a variety of work in collaboration with the US Centers for Disease Control and Prevention (CDC). One element of this work is laboratory capacity building through coordinating in-person or virtual meetings and infectious disease trainings domestically and around the world. APHL frequently works with event management or travel vendors to secure facilities, arrange travel and accommodations as well as prepare event materials and onsite support. These events vary in size and scope and range from approximately 10 participants to 200 participants, with most events averaging 20-50 people. Many involve laboratory training components and will be held at laboratory institutes identified by CDC and/or APHL. Events not requiring laboratory space may take place in event spaces such as hotel conference rooms. For international events, participants may come from a variety of countries in a specific region, but at times event participants may span multiple regions. Most often these events are held in international destinations, but there are occasions where international participants are traveled to the US. For domestic courses and meeting, participants may come from different localities or states. Generally, APHL and CDC provide course faculty and send additional staff members for on-site support and/or meeting facilitation.

To meet the anticipated needs of upcoming programmatic efforts in an efficient manner, APHL is seeking to build a pool of qualified vendors to support the meeting logistics associated with training events through this request for proposals (RFP). As events requiring vendor support are identified, APHL will select a vendor from the established vendor pool to perform the work. The selection process for individual events is described in [Post Evaluation Procedures](#).

Expectations of the selected vendor(s) are outlined in [Appendix A: Event Management Contractor Expectations](#).

Eligibility

This is an open and competitive process. Successful applicants must be able to meet the expectations outlined in [Appendix A](#).

APHL anticipates the following RFP Schedule:

January 4, 2022	–	RFP Issued
January 13, 2022	–	Informational Teleconference (optional)

January 24, 2022	–	Required Letter of Intent Due to APHL (see below)
February 4, 2022	–	RFP Responses Due
February 11, 2022	–	Proposal review completed
February 14, 2022	–	As needed, follow-up interviews/proposals due
February 18, 2022	–	Final review completed and awardees selected

APHL will communicate any modification to this anticipated schedule on APHL’s procurement website (www.aphl.org/rfp).

Response Submittal

Confirmation of Intent to Respond

APHL requires that prospective applicants submit a brief email statement indicating an intent to submit a proposal to alisa.bochnowski@aphl.org. APHL must receive this email by no later than **5:00pm EST on 5:00pm EST on January 24, 2022**. **To allow for appropriate review process planning, a letter of intent is required for consideration.**

Final Response

APHL must receive complete responses by **5:00 pm EST on February 4, 2022**. Please see [Proposal-Required Submissions](#) section for items that must be included in the completed proposal.

Applicants may send proposals via email to alisa.bochnowski@aphl.org

APHL will send an email acknowledging the receipt of your application; if you do not receive an acknowledgement within 48 hours, please email the RFP points of contact above to confirm receipt.

Award

APHL will select up to five vendors, depending on the strength of applications. Each selected vendor will be eligible for applying for events as they are announced to the established vendor pool. Award amounts will depend on the scope of the proposed event. Funding will be distributed via a contract administered with APHL. See [Conditions of Award Acceptance](#) for more information on how vendors in this pool will be selected for individual events.

Term of Project

The term of the project will be from date of final vendor selection through the end of the cooperative agreement, typically 5 years. Awardees will enter into a Master Agreement with APHL as an Event Management Contractor. Within the term of the project, awardees will be eligible to bid on events as they arise. The awardees will be notified in advance of any modification to the anticipated scope of work for projects or any adjustments needed to address changes in funding received by APHL.

Evaluation Team

APHL staff, led by Alisa Bochnowski, Senior Specialist, Respiratory Diseases, will conduct an initial review of all proposals for completeness. Any incomplete application on the proposal due date specified in the [Anticipated RFP Schedule](#) section above will not be considered and will not receive a formal evaluation.

Complete proposals will be reviewed by a team of five subject matter experts (SMEs) familiar with international event planning. The evaluation team will consist of 3 APHL staff and 2 CDC employees.

APHL will ask potential reviewers to complete and sign APHL's Conflict of Interest Disclosure Statement in order to disclose any real or perceived conflict of interest prior to the start of the evaluation process and to affirm that they have no conflict of interest that would preclude an unbiased and objective review of the proposals received. A copy of the disclosure statement and the related Fiduciary Responsibility and Conflict of Interest Policy is attached as [Appendix D: Conflict of Interest Disclosure Statement and Policy](#). APHL will not select reviewers with a perceived or potential conflict of interest.

Once potential reviewers have been identified, APHL's Director of Infectious Disease Programs will have final approval over the review team's composition.

Evaluation Criteria

The evaluation team will evaluate proposals based on responses to the questions in the [Proposal – Required Submissions](#) section and will give a numeric score of up to 100 maximum points based on the scorecard template in [Appendix C](#).

Prior experience internationally, coordinating trainings, or planning events similar to those in size and type of event described in the background will be considered enhancing factors for this RFP. Vendors will also be given preference based on more extensive experience with the ability to comply with expectations laid out in [Appendix A: Expectations for Event Management Contractor](#). In order to maintain a competitive and open process, vendors that have previously worked with APHL will not be given preference unless there is a need to decide between two or more substantially similar proposals. Additionally, past negative performance can be shared by APHL staff with the evaluation team and taken into consideration by the reviewers in the final selection process.

In making a final selection of the pool of vendors, the evaluation team will select up to 5 vendors based on the following:

- Final numerical scores of participants based on the [Appendix C Score Card](#),
- Comments noted by individual reviewers on specific proposals and discussed by the evaluation team that either enhance or detract from a vendor's standing based on numerical scores,
- Past performance, including feedback from client references, if contacted, and
- Most relevant experience to the types of events APHL typically coordinates.

Evaluation Process

The evaluation team will conduct the review via a combination of communication mechanisms (e.g., email, teleconference) between APHL's Senior Specialist, Respiratory Diseases and the members of the evaluation team. APHL's Senior Specialist, Respiratory Diseases will coordinate the review process and the evaluation sessions.

The reviewers may request follow-up interviews with all or some of the applicants and, following these interviews, may request supplemental information on an applicant's proposal. The evaluation team will use these interviews and any supplemental information to clarify an applicant's capacity or experience in one or more of the evaluation criteria, or to explain other information contained in an applicant's proposal. In addition, the evaluation team may request documentation from APHL staff on an applicant's past performance in other capacities as part of the evaluation criteria.

Post-Evaluation Procedures

APHL staff will notify the selected vendors within ten business days of the completion of the evaluation and will post the names of the recipient(s) to APHL's procurement website, www.aphl.org/rfp, within 3 business days of the laboratories' acceptance of the award. Unsuccessful applicants will receive notification of these results by e-mail or by U.S. mail within 30 days of the date the selected applicant is posted.

All applicants are entitled to utilize APHL's RFP Appeals Process to formulate a protest regarding alleged irregularities or improprieties during the procurement process. Specific details of this policy are located on the procurement website.

Conditions of Award Acceptance

The eligible vendors must be able to contract directly with APHL or have an existing relationship with a third-party organization that can contract directly with APHL on behalf of the vendor. Vendors must agree to comply with expectations outlined in [Appendix A](#).

As events requiring vendor support are identified, APHL will solicit budgets from the established vendor pool. Vendors may accept or decline the opportunity to submit a budget at the time of each event announcement. Vendors will be selected for work based on the following criteria:

1. Logistical needs of the event in relation to vendor experience and expertise
2. Timing of the event in relation to planning periods/event dates for other APHL program events
3. Location of event in proximity to the vendor or relevant past experience in a specific location (e.g., ability to reuse event plans and vendors for efficiency), and
4. Proposed budget submitted by the vendor.

If all of the aforementioned items are substantially similar among vendors, APHL reserves the right to select a vendor based on diversification of funding allocations among the pool.

Proposal – Required Submissions

In order to be considered for selection, an interested laboratory must submit a letter of intent to apply (due 01/24/2022) and a proposal with the following items:

- A completed and signed copy of [Appendix B](#).

Responses should be limited to no more than ten double-spaced pages and must comply with submission requirements set out in the [Additional Information and Deadlines for Application Submission](#) below.

Additional Information and Deadlines for Application Submission

Applicants must direct all questions to Alisa Bochnowski (alisa.bochnowski@aphl.org). APHL will post questions received from interested event managers, together with the answers provided by APHL or CDC staff to APHL's procurement website (www.aphl.org/rfp).

To allow for appropriate review process planning, a letter of intent is required for consideration. Letters should be submitted by email to Alisa Bochnowski at APHL (alisa.bochnowski@aphl.org) no later than 5:00 pm EST on Monday, January 24, 2022.

Applications should be submitted to Alisa Bochnowski at APHL (alisa.bochnowski@aphl.org) **by close of business (5:00 pm ET) February 4, 2022**. APHL will send an email acknowledging the receipt of your application; if you do not receive an acknowledgement within 2 business days, call 240-485-2758 to confirm receipt.

APHL will hold an optional teleconference on Thursday, January 13, 2022 at 3:00 pm ET. The purpose of this call will be to provide a brief overview of the project and to allow potential applicants to ask CDC and APHL questions. Please come with questions prepared.

Teleconference call-in information is below, or please contact alisa.bochnowski@aphl.org or infectious.diseases@aphl.org no later than 12:00 pm ET on Monday, January 10, 2022, to be sent the calendar invitation.

[Join Zoom Meeting](#)

<https://aphl.zoom.us/j/94633526539?pwd=VmFROWQwL2pBVTdQbUhqGRHWkFiUT09>

[Call-in Information](#)

+13017158592,94633526539#

Meeting ID: 946 3352 6539

Passcode: 051055

Appendix A: Expectations for Event Management Contractors

Travel Management and Coordination

The selected vendor will be responsible for communicating with event participants and booking all necessary airfare and ground transportation for event participants. For international events, travelers are responsible for navigating the visa system and securing their visa, if needed, but the selected vendor will provide draft itineraries for visa applications, answer participant questions to assist in the application process, keep track of participants visa status (received or not), assist APHL with providing business letters and process cost-reimbursements to participants for visa expenses incurred. When visas are required for travel, the vendor may not book flights for a participant until their visa is secured. Bookings must be in accordance with APHL travel policy and transit through certain cities may be prohibited due to security concerns. For all events, participant travel information must be transferred to an international security assistance company designated by APHL, currently [International SOS](#).

Data Feed Integration

To be eligible for consideration, vendors must be able to accommodate transfer of participant travel information. Preference will be given to applicants who are able to report directly to the Global Distribution Service (GDS). To use this option, vendors will include the international security assistance company designated by APHL in the report sent to the GDS when the vendor books travel on behalf of APHL. Additional documentation such as Data Transfer Authorizations may be required to initiate this type of data sharing. Alert APHL to any such documentation and the program staff point of contact will facilitate obtaining the necessary information. To connect to our current international security assistance company with a direct data feed, there will be a fee associated with this setup. APHL will cover the fee charged by International SOS for the data feed setup, but the time and expenses incurred by the vendor will be at their own expense for the setup of this feed. To receive enhanced preference scores for being able to provide a direct data feed, please provide proof of your connection to GDS that we will be able to leverage.

Hotel Accommodations

Vendors may or may not be responsible for identifying hotels for each event. Post award event announcements will include whether a hotel has already been identified by APHL, CDC or other partners. If a hotel has been identified, it must be used for participant lodging unless otherwise stated in writing from APHL program staff. Event participants, instructors, support staff and the vendor (when onsite support is required) should be housed at the same hotel when possible. If the vendor is responsible for identifying suitable hotels, they will provide quotes (ideally 3) to APHL for review and approval prior to securing the location.

Event Venue

Many of the events APHL coordinates utilize laboratory space at a host institution. Occasionally there may be a need for the vendor to secure a venue for the event, which will be clearly stated in the event announcement to the vendor pool. If the vendor is responsible for identifying suitable meeting space, they will provide quotes (ideally 3) to APHL for review and approval prior to securing the location. If a hotel is proposed as a meeting venue, participant guestrooms should be reserved at the same hotel.

Meeting Materials

The selected vendor will be responsible for providing and distributing/setting up meeting materials. The content of any printed material will be provided by APHL in a timeline outlined in the event contract. The event announcement will include a detailed list of materials for creating a budget that may include, but is not limited to, the following: 3-ring binders with dividers; printed, hole punched, and collated slide handouts from presentations; participant contact list; laboratory protocols, worksheets, and references; name tent cards; name badges, holders, and clips/lanyards; 2GB USB flash drive loaded with event materials; notepads; pens; highlighters; signage; attendance sheets; and certificates in document covers. Translation services for printed material may be requested.

Onsite Support

Event announcements may indicate the need for onsite vendor support. This generally includes 1-2 people from the vendor organization to ensure smooth operation of onsite logistics, set up the venue, and provide additional support as requested by APHL program staff and participants. Activities may include, but are not limited to, meeting participants at the hotel, ensuring participants are shuttled between hotel and event venue, setting up event materials at the event venue, taking a group participant photo and coordinating with additional onsite vendors, such as caterers. The selected vendor will also be responsible for troubleshooting any travel disruptions such as missed connections and will work directly with participants to book additional ground/air transportation as necessary.

COVID-19 Mitigation Measures

The selected vendor may be responsible for collecting COVID-19 mitigation measures that the hotel/venue have implemented to reduce COVID-19 risks. The vendor will ensure that all COVID-19 mitigation measures that APHL requires are executed at all times during trainings (facemasks, ventilation, physical distance, fully vaccinated participants, testing requirements, attendee personal safety commitment, backup PPE on site, isolation room, reporting requirements, hotel screening measures, notification of possible exposure procedures, transport, etc.). The vendor will have a contingency medical response plan in place in case an attendee shows symptoms and/or tests positive for COVID-19 during an in-person meeting.

Stipend Disbursement

The selected vendor will provide stipends to event participants in cash or wire transfer as directed by APHL program staff. Stipends are to include per diem for meals and incidentals at the rates determined by the [US Department of State](#) for international destinations and [US General Services Administration](#) for

domestic locations and are to cover the length of the event and travel days. If any meals are provided through the event, such as hotel breakfast, lunch catering services or evening reception, stipends should be reduced by the relevant amount as listed in the [Meals and Incidentals Expense Breakdown](#). Stipends are also to include any visa application fees, ground transportation or other fees described in the event announcement. All stipends should be submitted to APHL program Staff for approval prior to disbursement. Stipend disbursement and related documentation will be included as contract deliverables.

Performance Management and Evaluation

Performance will be monitored by timeliness of responses to APHL and participant requests and successful completion of all contracted deliverables. Vendors may be removed from the pool at the discretion of the APHL Infectious Disease Program Director if the outlined expectations are not consistently met.

Appendix B : -Application Responses

Applicant:

Event Management and Logistics (Questions 1-4) (50 points)

1. Please describe your organization’s experience with coordinating events. Responses must include, but are not limited to, the following:

- a. The types of events you have planned. Include three examples of past event(s), including client contact information to serve as references. The evaluation team may choose to contact references.
- b. Size of past event(s), including number of participants
- c. International (outside of US) experience, including a list of countries where you have previously worked
- d. Experience supporting visa application processes
- e. Years of experience
- f. Data feed integration plan (see options outlined in Appendix A)
- g. Experience negotiating hotel and catering contracts
- h. Transportation (airport and daily)
- i. Translation (simultaneous and written)
- j. Experience providing onsite support

2. Do you make airline reservations through a Global Distribution Network?

3. Has your organization ever planned events within the US federal per diem schedule? Please describe your approach to staying within a budget.

4. Has your organization operated events in countries with US State Department Travel Advisories? Please describe how you incorporate risk mitigation strategies into your event management plan.
Insurance and Liability (Questions 5-6) (10 points)

5. Do you have business travel accident insurance (or equivalent) or are you able to obtain short term insurance? Please describe what you would do in event of a participant requiring a medical evacuation, including the responsible party for any expenses incurred.

- a. If you need to procure travel insurance per person per trip, please describe your process for this, typical rates, coverage and how the expenses would be covered (i.e., through indirect fees or cost-reimbursement to APHL).

6. Do you have commercial liability (or equivalent)? Please describe what you would do in the event of your onsite staff getting robbed of cash stipends, including the responsible party for any expenses incurred.

Participant Support (Question 7-10) (30 points)

7. What mechanisms do you have for stipend disbursement?
 - a. Can you accommodate wire transfers?
 - b. Can you accommodate cash disbursement onsite in USD and, in the case of international events, local currency?

8. Please describe how you would accommodate travelers while in transit if they required assistance.
 - a. How would participants get in touch with you?
 - b. What are your after-hours procedures?
 - c. What are your procedures for corresponding with attendees who speak languages other than English?

9. How do you gather information from participants with regards to making arrangements (e.g. email, website)?
 - a. What information do you routinely collect? If appropriate, feel free to include screenshots or mock-ups.

10. How do you approach medical travel insurance with participants from different countries? Please outline your procedures if a participant were to require medical attention (urgent, but not emergency) while not in their native country. Additionally, please specify how you would handle an attendee with COVID-19 symptoms and/or a positive COVID-19 attendee during an in-person meeting.

Financials (Question 11-12) (10 points)

11. What are your rates and/or how do you calculate your staff time and overhead/administrative fees for pre- and post-event support? How do you determine these fees for onsite support? How do you determine the appropriate amount of on-site staff support needed for an event?

12. How does your organization handle change requests that may impact the scope of the original contract and budget?

Virtual/Hybrid Event Capabilities (Question 13)this question does not count in scoring**

13. Answering this question is optional. Answers to this question will not count towards the overall score given to the applicant. Please describe any experience you have in hosting virtual and/or hybrid (in-person and virtual) events including host-platforms used, countries serviced, and any other applicable details. APHL reserves the right to use award certain events to

contractors with the ability to pivot to virtual or hybrid offerings if in-person plans are tenuous and subject to change with short notice.

**Answers to this question will not impact the scoring of this RFP, however, the ability to host a virtual or hybrid event may be needed in some instances. In these cases, contractors with demonstrated virtual or hybrid capabilities will be given preferential selection.

Appendix C: Score Card

The following table is a copy of the scorecard that will be used to evaluate RFP responses.

Category/Question	Maximum Value	Score	Comments (REQUIRED)
<p>Event Management and Logistics (Questions 1-4)</p> <p>1. Rate the suitability of the applicant to provide event management support. Responses must include three examples of past event(s) with client contact information to serve as references; size of past event(s), including number of participants; for international events, countries and familiarity with visa requirements; years of experience; data feed integration plan; experience negotiating hotel contracts; experience with transportation logistics; experience providing onsite support; experience with simultaneous translation</p> <p>Ideal (21-25 points): Routinely coordinates domestic and international events, has experience with events similar to APHL needs described,</p> <p>Adequate (15-20 points): Does not routinely work internationally but has extensive event planning/travel experience and/or planning experience is less relevant to APHL events,</p> <p>Limited (1-14 points): Does not have international experience but demonstrates potential capacity by other event planning/travel experience,</p> <p>None (0 points): No experience or does not address all required items</p> <p>2. Does the applicant make airline bookings through a GDS? Yes (5 points), No (0 points)</p> <p>3. Has the applicant planned events within the US federal per diem schedule? Evaluate how the applicant has handled/would handle the per diem budget constraints for lodging and catering and any cost savings measures they indicate.</p> <p>Ideal (7-10 points): Routinely coordinates domestic and international events within the US federal per diem schedule, describes budgeting/cost-saving measures,</p> <p>Limited (3-6 points): Does not routinely work within the US federal per diem schedule but indicates ability to do so,</p>	50		<p>Type comments here. (REQUIRED)</p>

<p>None (0 points): No experience or does not address all required items</p> <p>4. Has the applicant planned events in countries with US State Department Travel Advisories? Evaluate the applicant’s experience with risk mitigation strategies and familiarity with travel to high-risk locations.</p> <p>Ideal (7-10 points): Routinely coordinates international events in locations with Travel Advisories, describes risk mitigation strategies,</p> <p>Limited (3-6 points): Does not routinely work in countries with Travel Advisories but indicates ability to do so,</p> <p>None (0 points): No experience or does not address all required items</p>			
<p>Insurance and Liability (Questions 5-6)</p> <p>5-6. Rate the suitability of vendors business travel accident insurance (or equivalent) or if they are able to obtain short term insurance. Does the applicant have commercial liability (or equivalent)? Evaluate what the applicant would do in event of a participant requiring medical evacuation, including the responsible party for any expenses incurred.</p> <p>Ideal (7-10 points): business travel accident insurance or equivalent AND commercial liability or equivalent</p> <p>Limited (3-6 points): No insurance but is able to obtain short term coverage or equivalent and clearly explains how this expense will be passed to APHL through indirect fees or cost-reimbursement,</p> <p>None (0 points): No clear policy or plan to address this need</p>	10		Type comments here. (REQUIRED)
<p>Participant Support (Question 7-10)</p> <p>7-10. Does the applicant already have the ability to disburse stipends? Rate the suitability of the vendor’s proposal for participant communication and travel support. Rate the suitability of the vendor’s medical insurance and proposal for dealing with participant medical care. Evaluate the applicant’s COVID-19 response plan.</p> <p>Ideal (24-30 points): the vendor is able to do both wire and cash transfers; the vendor has 24/7 POC with international toll free telephone number and/or monitored inbox to provide support; the vendor has a clearly articulated plan for communicating information to participants (i.e. schedule of emails, participant website, etc.); the vendor has medical insurance and a clearly articulated plan for dealing with participant medical emergencies; the vendor has a specific plan for a symptomatic and/or confirmed positive COVID-19 attendee during an in-person meeting,</p>	30		

<p>Limited (16-23 points): The applicant can do either wire or cash transfers; the vendor has limited hours of access or mode(s) of communication; the vendor does not have a set plan for communicating with participants; the vendor does not have a set plan for medical care for participants; the vendor does not have a set plan for COVID-19,</p> <p>None (0 points): No clear policy or plan to address these needs</p>			
<p>Financials (Questions 11-12) 11-12. Does the vendor have a clearly articulated plan for overhead, change requests and other fees? Rate on a scale of 0-10 points (10=strongest answer; 0=insufficient/weak answer)</p>	10		Type comments here. (REQUIRED)
TOTAL SCORE	100		

Appendix D – Conflict of Interest Disclosure Statement and Policy (For Completion by Reviewers Only – Applicants Do Not Need to Complete)

Association of Public Health Laboratories Conflict of Interest Disclosure Statement

Applicability: Disclosure of the following information is required of all Officers, Directors, committee members, staff members and other volunteers who have been designated and who have accepted responsibility to act on behalf of APHL ("APHL Personnel"). Please answer the following questions and, where indicated, include the same information for your immediate family members (your parents, your spouse or partner, your children and your spouse/partner's parents).

APHL will keep your completed disclosure statement in the corporate records of the association.

1. Please list the name, address, phone number, email address and type of business of your current employer. If you are self-employed, please note that below and provide us with the address, phone number, email address and type of business you operate.

2. Do you, or does any family member, currently serve as an officer, director, committee member, or other volunteer (or work as an employee of or a paid consultant to) any organization serving the interest of laboratory science or public health laboratories other than APHL or your state or local laboratory?

Yes **No**

If yes, please list the organization(s) and provide detail on your or your family member's interest or position in the organization(s).

3. Do you, or any family member, have an existing or potential interest in, or compensation arrangement with, any third party providing goods or services to APHL, or with which APHL is currently negotiating?

Yes

No

If the answer is yes, please provide the name of the organization below and describe in detail the nature of the position held.

4. Please note any other financial or business interest you may have with any organization serving the interests of public health laboratories.

If you have none, please check this box:

5. Do you, or does any family member, have any other interest or affiliation that is likely to compromise your ability to provide unbiased and undivided loyalty to APHL, or that could come in conflict with your official duties as an Officer, Director, committee member, staff member or other volunteer who has been designated and who has accepted responsibility to act on behalf of APHL?

Yes

No

If you answered yes, please describe in detail below the nature of each such interest or affiliation.

6. If you are currently aware of any actual or possible conflict of interest that might otherwise hamper your ability to serve APHL to your best ability and with the highest degree of care, loyalty and obedience – ***including any potential conflict you or a family member may have with one or more of the RFP applicants*** – please describe them in detail below.

7. Do you agree that so long as you are an Officer, Director, committee member, staff member or other volunteer who has been designated and who has accepted responsibility to act on behalf of APHL you will immediately disclose to the other Directors and/or Officers or, for staff members, the Executive Director and/or General Counsel the nature of any interest or affiliation which you may hereafter acquire, which is in or is likely to become in conflict with your official duties with APHL?

Yes **No**

YOU MUST READ THIS SECTION AND THEN SIGN BELOW

I acknowledge that I have received and read APHL’s Fiduciary Responsibility and Conflict of Interest Policy (the Policy). I have listed all my relevant fiduciary responsibilities and affiliations, and I have identified any actual or potential conflict of interest on this Disclosure Statement and I agree to abide by the Policy. I understand that it is my responsibility to inform APHL in writing of any change in circumstances relating to the Policy and this Disclosure Statement.

Signature: _____ Date: _____

Printed Name: _____

APHL Fiduciary Responsibility and Conflict of Interest Policy

1. Policy Statement and Purpose

The members of the APHL Board of Directors understand the importance of serving APHL to the best of their ability and with the highest degree of obedience, loyalty and care. Accordingly, the Board adopts the following policy for APHL Officers and Directors, all staff, committee members, and other volunteers who have been designated and who have accepted responsibility to act on behalf of APHL ("APHL Personnel").

2. Individual Duty and Annual Disclosure

APHL Personnel will avoid any conflict of interest with APHL. APHL Personnel will not profit personally from their affiliation with APHL, or favor the interests of themselves, relatives, friends or other affiliated organizations over the interests of APHL. As used in this Policy, "Conflict of interest" includes any actual, apparent, and potential conflict of interest.

Upon commencing service with APHL, each APHL Personnel will file with the Board an annual statement disclosing all material business, financial, and organizational interests and affiliations they or persons close to them have which could be construed as related to the interests of APHL or the profession of public health laboratory science. Each APHL Personnel has an obligation to make an additional disclosure if a conflict of interest arises in the course of the individual's service to APHL, whether arising out of his/her employment, consulting, investments, or any other activity. These disclosures will be documented promptly in writing and recorded in the Board minutes and corporate records.

3. Procedure

Whenever APHL considers a matter, which presents an actual, apparent, or potential conflict of interest for APHL Personnel, the interested individual will fully disclose his/her interest in the matter, including the nature, type, and extent of the transaction or situation and the interest of the individual or that individual's relatives, friends or other affiliated organizations. The Board, after consultation with counsel as appropriate, will determine whether an actual and material conflict exists and, if so, what is the appropriate course of action under this policy and the Board vote will be recorded in the minutes.

Any Board member having a conflict of interest must either (i) voluntarily abstain from and be disqualified from participation in all deliberation and voting on all Board actions relating to the situation or matter that gives rise to the conflict of interest, or (ii) ask the Board to determine whether an apparent or potential conflict of interest is considered by the Board to be an actual and material conflict. In the event that the Board member in question requests that the Board evaluate the apparent or potential conflict, that Board member will abstain and be disqualified from participating in (and voting on) the determination of whether the issue presents an actual and material conflict. If the Board determines that an actual and material conflict exists, the Board member in question will abstain from all voting on, and will be disqualified from participation in all deliberation concerning all Board actions relating to the conflict of interest. The vote will be recorded in the minutes.

These procedures will neither prevent the interested individual from briefly stating his/her position on the matter, nor preclude him/her from answering pertinent questions of Board members, since his/her knowledge may be of assistance to the Board's deliberations.

APHL Personnel must be cautious and protective of the assets of APHL and insure that they are used in the pursuit of the mission of APHL. The association's policy requires APHL Personnel to avoid transactions in which APHL personnel may have a significant financial interest in any property which APHL purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which APHL does business. The Board, after consultation with counsel as appropriate, will determine whether an actual and material conflict exists and, if so, determine whether the transaction is nonetheless favorable to APHL before considering whether to approve it.

4. Other Duties and Obligations

Whenever any APHL Personnel discovers an opportunity for business advantage which is relevant to the activities of APHL, the opportunity belongs to APHL and the individual must present this opportunity to the Board. Only once the Board determines not to pursue the matter and relinquishes the opportunity may the individual consider it a matter of possible personal benefit.

APHL Personnel may not accept favors or gifts exceeding \$75.00 from anyone who does business with APHL.

All APHL Personnel will keep confidential those APHL matters designated confidential. APHL Personnel are prohibited from disclosing information about APHL to those who do not have a need to know or whose interest may be adverse to APHL, either inside or outside APHL, and are prohibited from using in any way such information for personal advantage to the detriment of APHL.

All APHL Personnel who participate in APHL activities, including committee activities and international consultation activities, must be adequately prepared to fully participate as their position descriptions require and will do so in accordance with the applicable laws and regulations of their respective state or territory and APHL's Articles of Incorporation, Bylaws, and corporate policies. The APHL Board will read and understand the association's Articles of Incorporation, Bylaws, corporate policies and financial statements, and routinely verify that all state, federal, and local tax payments, registrations and reports have been filed in a timely and accurate manner.

Board members will never exercise authority on behalf of APHL except when acting in meetings with the full Board or the Executive Committee or as authorized by the Board. If any member of the Board has significant doubts about a course of action of the Board, he or she must clearly raise the concern with the Executive Director and the Board and, when appropriate, seek independent expert advice.