

**INSTRUCTIONS FOR DISCLOSURE BY SPECIAL PUBLIC EMPLOYEE
PURSUANT TO 930 CMR 6.13**

**ADDITIONAL LEGAL OR PROFESSIONAL SERVICE CONTRACT(S)
WITH A PUBLIC AGENCY**

WHEN TO USE THIS DISCLOSURE FORM

You already are a **special public employee** by reason of performing contracted legal or other professional services for a public agency. You **may have a financial interest in a contract or contracts made by the same public agency** if you comply with this exemption.

You are **eligible** for this exemption only if you **did not participate in or have official responsibility for**, the contents, design, making, or award of the additional contract.

In addition, you must meet one of the following two requirements:

EITHER

- The additional contract was awarded as the result of a **competitive selection process** in accordance with applicable law or agency policy

OR

- Consistent with applicable **public procurement law** and agency policy, **the agency head certifies in writing that a legitimate public purpose will be served** by permitting the additional contract and provides a **sole source justification** for that contract.
 - A **legitimate public purpose** means that the public will obtain **an identifiable advantage from the use of your services** under an additional contract.

Before you commit to any financial interest in an additional contract, you must **file a disclosure** and provide any necessary **certification or sole source justification**.

FILING THE DISCLOSURE

Complete the **disclosure** form below.

If necessary, get a **written certification from the agency head** and a **sole source justification** for the contract.

State and county employees should file the disclosure with the **State Ethics Commission**.

Municipal employees should file the disclosure with the **city or town clerk**.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at requestadvice@massmail.state.ma.us.