# DISCLOSURE BYPUBLIC EMPLOYEE OF FINANCIAL INTEREST

# IN A PUBLIC CONTRACT PRE-DATING ELECTION OR APPOINTMENT

**AS REQUIRED BY 930 CMR 6.26(3)**

|  |  |
| --- | --- |
|  | **PUBLIC EMPLOYEE INFORMATION** |
| Your Name |  |
| Your Government Position |  |
| State, County or Municipal Agency/ Department | **Name of the public agency you serve** |
| Public Agency Address |  |
| Office Phone |  |
| Office E-Mail |  |
| Date you were elected/ appointed to your government position | Specify date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **I am disclosing that I will retain a financial interest in a public contract that pre-dated my election or appointment as a public employee.** |
|  | **PUBLIC CONTRACT INFORMATION** |
|  | **PLEASE WRITE AN X BESIDE THE STATEMENT THAT DESCRIBES THE PUBLIC CONTRACT.**  \_\_\_\_ I have a contract with a public agency, **OR**  \_\_\_­\_ A public agency has a contract with a person, and I have a financial interest in the contract.  The name of that person is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ A public agency has a contract with an entity, such as a corporation, company or organization, and I have a financial interest in the contract because I own that company or shares in that company.  The name of that entity is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date when you acquired a financial interest in the public contract | Specify date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and address of public agency that  is a party to the public contract |  |
|  | If the public contract involves your **being employed by a public agency**, **having employment that is funded by a public agency**, or **providing legal or other professional services to a public agency**, then you **MAY** **NOT** use this exemption.  **PLEASE CONFIRM THAT YOU ARE ELIGIBLE TO USE THIS EXEMPTION BY WRITING AN X NEXT TO THE FOLLOWING STATEMENT:**  \_\_\_\_ I confirm that the public contract is **not** for the purposes listed above. |
| Please explain what the public contract is for |  |
|  | **YOUR FINANCIAL INTEREST IN THE PUBLIC CONTRACT** |
| Please explain your financial interest  in the public contract | For example:  How much money do you pay under the contract?  How much money will you be paid under the contract?  How much of the contracting company do you own? |
|  | **DURATION OF THE PUBLIC CONTRACT** |
| Commencement date of the public contract | Specify date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Termination date of the public contract | **PLEASE NOTE: Your exemption ends on the contract termination date unless the contract can be automatically extended or renewed.**  Specify termination date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **AUTOMATICALLY EXTENDED CONTRACTS OR RENEWED CONTRACTS** |
| Automatic renewal  of the contract | **AUTOMATIC EXTENSION – COMPLETE THIS SECTION ONLY IF THE CONTRACT WAS AUTOMATICALLY EXTENDED BEYOND ITS ORIGINAL TERMINATION DATE.**  **PLEASE CONFIRM THE STATEMENTS BELOW BY WRITING AN X NEXT TO EACH ONE:**  \_\_\_\_ I understand that I can use this exemption to retain my interest in an extended contract only if:   * The extension was automatic without any action taken by either party; and * The same terms and conditions that applied in the original contract apply during the contract extension. NOTE: Changes in contract payments will not be considered a change in the terms and conditions as long as the methodology for computing such changes is specified in the original contract, such that no negotiations are needed or required.   \_\_\_\_ I confirm that the extension satisfies the requirements above. |
| Renewal of the contract | **RENEWAL OF CONTRACT – COMPLETE THIS SECTION ONLY IF THE CONTRACT ENDED ON ITS TERMINATION DATE AND WAS RENEWED.**  **PLEASE CONFIRM THE STATEMENTS BELOW BY WRITING AN X NEXT TO EACH ONE:**  **\_\_\_\_** I understand that I can use this exemption to retain my interest in a renewed contract only if:   1. No action was taken by either party other than the notice to renew. 2. The same terms and conditions that applied in the previous contract term apply during the contract renewal. NOTE: Changes in contract payments will not be considered a change in the terms and conditions as long as the methodology for computing such changes is specified in the original contract, such that no negotiations are needed or required.   \_\_\_\_ I confirm that the renewal satisfies the requirements above. |
|  | **Please seek further advice from the Ethics Commission if:**   * **You are disclosing a construction contract and change orders will be executed; or** * **At a future time, the public contract that you have disclosed will be amended.** |
|  | **ADDITIONAL OBLIGATIONS** |
|  | **PLEASE CONFIRM THE STATEMENTS BELOW BY WRITING AN X NEXT TO EACH ONE:**  \_\_\_\_ I understand that I may not communicate with any public agency concerning any public contract in which I have a financial interest.  \_\_\_\_ I understand that I remain subject to other prohibitions in the conflict of interest law and can seek further advice from the Ethics Commission about what those are. |
| Employee signature |  |
| Date |  |

**Attach additional pages if necessary.  
Not elected to your public position – file with your appointing authority.  
Elected state or county employees – file with the State Ethics Commission.  
Elected municipal employee – file with the City Clerk or Town Clerk.  
Elected regional school committee member – file with the clerk or secretary of the regional school district.**

**Form Approved April 2015**