

## Conflict of Interest (COI) Overview for Vendor/Supplier/Payee/Subrecipient and Campus Departments

### Overview:

At the University of California, integrity and impartiality are foundational in all its business dealings. In line with [PPSM-82: Conflict of Interest](#), the University requires that any personal or financial interests held by employees, contractors, or suppliers do not compromise—or even appear to compromise—the purchasing decisions of the University.

### What is a Conflict of Interest?

A Conflict-of-Interest (COI) review is required per UC policy if the proposed agreement with the entity includes one or more of the following:

- A. Is a **current UC employee** or a business **owned by** one.
- B. Is a **former UC employee** (or owned by one) who separated **within the last 2 years**.
- C. Is a **near relative\*** of a **UC employee** or a business **owned by** one.
- D. Is a business where a **UC employee or near relative\* owns/controls ≥ 10%**.
- E. Will **pay any UC employee** in connection with the transaction.

**\*Near relatives include, but not limited to: spouse, domestic partner, child, parent, sibling, in-law equivalents, domestic partner's relatives, and step-relatives in the same relationships.**

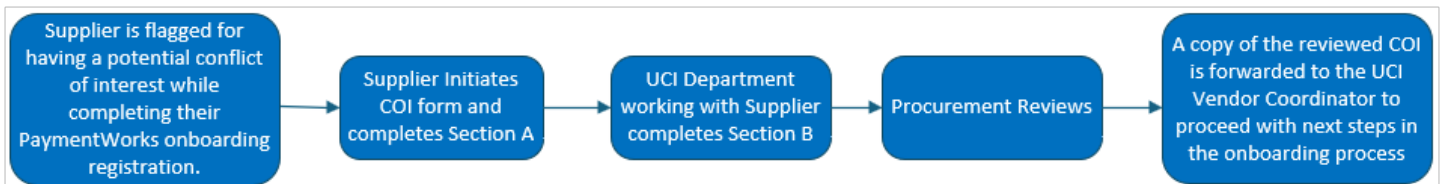
### When is a COI Form Required?

If a supplier answers “yes” to any of the criteria above while completing their PaymentWorks registration, PaymentWorks will automatically flag a potential conflict of interest and prompt the supplier to complete the [COI PowerForm](#).

#### Note:

*UC departments do not initiate the COI PowerForm. Only the supplier can start the COI PowerForm.*

### The COI PowerForm Process



While completing the PaymentWorks registration, if the supplier meets any of the criteria listed above, they will receive the following prompt and [link](#).

COI document for current employee

Please complete the following document: [link here](#)

Are you a former University employee who has been separated within the past 2 years?\*

Select an Option

Yes

After opening the [COI PowerForm](#) link, the Supplier will need to provide their name and email, **as well as the name and email of the UCI department representative**. **IMPORTANT: If the UCI department's information is not included, the DocuSign will be voided and need to be resubmitted.**



### SECTION A - SUPPLIER Continued

3) Next, please answer all the following questions:

<b>CURRENT AND FORMER EMPLOYEES ONLY:</b> Do you/Did engage in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the transaction while employed by any University location? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>CURRENT AND FORMER EMPLOYEES ONLY:</b> Has any/Did any of your university time, University material, University equipment, or was University facilities used or will be used in connection with the proposed transaction? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>RELATIVES OF UC EMPLOYEES ONLY:</b> Does your near relative have any past, current, or future responsibility for, involvement in, or direct or indirect influence on any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the proposed transaction? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>FOR FORMER EMPLOYEES ONLY:</b> Did you hold a policy-making position in the same general subject area as the proposed transaction, during the last twelve (24) months of UC employment? <input type="checkbox"/> YES <input type="checkbox"/> NO
If you answered <b>YES</b> to any of the above questions, please explain. Attach additional sheet if needed:

4) Describe the goods and/or services. Attach additional sheet if needed:

--

5) Continue here:

I certify that the above information is true:	
Signature of UC employee, former UC employee, or near relative of current UC employee	Date:

The DocuSign is then automatically routed to the UCI department representative who will need to complete Section B.

### SECTION B - UCI DEPARTMENT (ALL FIELDS REQUIRED)

UCI DEPARTMENT CERTIFICATION		
Are these goods and/or services available from the University's own departments/facilities? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have the goods and/or services already been provided to UC? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are these goods and/or services available in the commercial market from other providers? <input type="checkbox"/> YES <input type="checkbox"/> NO		
What is the expected or maximum amount to be paid for the goods &/or services? \$		
Why was this Supplier chosen? Attach additional sheet if needed:		
Who chose this Supplier? First and Last Name: Job Title:		
Email:		
Department Chair/Supervisor Name:	Department Chair/Supervisor Signature:	Date:

### **Not the intended signer? Learn how to reassign the DocuSign:**

*Did you receive a DocuSign envelope but it needs to be signed by someone else in your department? You can reassign it to the correct UCI department representative by clicking "Assign to Someone Else" after opening the envelope.*

The screenshot shows the DocuSign interface with a dark blue header. On the left, there is a 'Change Language - English (US)' dropdown menu. In the center, there is a 'Continue' button. To the right of the 'Continue' button, there is a dropdown menu labeled 'Other Options' which is open, showing three options: 'Finish Later', 'Assign to Someone Else', and 'Print & Sign'.

After the Supplier and the UCI department have completed their sections, the form will route to Procurement Services for review. If the form is missing any information, Procurement Services will reach out for clarification.

Once reviewed and approved by Procurement Services, a copy of the completed form will be sent to the UCI Vendor Coordinator and all signing parties. The Vendor Coordinator will then proceed with the next steps of the onboarding process.

### **Subawards & Research-Related COI**

For information on COI requirements for subawards and research collaborations, please visit the [UCI Office of Research Conflict of Interest page](#).

### **Related Links**

- [UC Policy – PPSM-82: Conflict of Interest](#)
- [UC Irvine Office of Research Conflict of Interest \(in Research\)](#)
- [Vendor Onboarding User Guide with PaymentWorks](#)
- [Training Video](#)

### **Questions?**

Please submit any questions through ServiceNow: [Submit Request](#)