



**Financial Services
Procurement**

735 Randolph Street, Suite 1508
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Phone: 313-964-9157

Memorandum

Date: October 25, 2024

To: GLWA Board of Directors and Team Members

From: Sonya Collins, CPPB, Chief Procurement Officer

RE: Annual Conflict of Interest Reporting

Every year the Procurement Team collects the Conflict of Interest and Disclosure Form from all GLWA Representatives (team members) and GLWA Board Members who participate in the GLWA procurement process. This documents GLWA's commitment to the public trust by enforcing and promoting fair, ethical, and financially sound procurement practices during every phase of the procurement process. In accordance with this, GLWA Representatives and GLWA Board Members should be free from any real or perceived Conflict of Interest that could be viewed as adversely affecting their judgement, objectivity, or fiduciary responsibility to GLWA and the public, or otherwise affect GLWA's reputation.

Procurement will begin sending email requests to complete the form in Smartsheet on October 28, 2024. Responses are due by December 15, 2024. For questions, please contact Michael Lasley, Procurement Manager at Michael.Lasley@glwater.org.

No less than 100% compliance is acceptable in this process. To efficiently meet this goal, your effort in providing a timely response is greatly appreciated.

GLWA Conflict of Interest Reporting Totals by Year			
Year	Respondents Engaged	Responses Received	Percent Complete
2019	194	183	94%
2020	594	585	98%
2021	158	158	100%
2022	274	274	100%
2023	320	318	99%*

*GLWA Team Members were on leave during this time. Team Members completed when returned to work.