

**DEN AIM Development  
Conflict Question Submission Form**

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Many conflict questions can be resolved informally. This form and associated process allows for the submission of difficult or unusual concerns related to conflicts of interest involving an individual person, a contractor/consulting company, or a procurement. A City or DEN employee may submit a question raised by a contractor/consultant or other third party.

All conflict questions must be submitted by e-mailing this completed form to [AimDev.Conflicts@flydenver.com](mailto:AimDev.Conflicts@flydenver.com). Submitters should not disclose privileged internal communications or, regarding submissions by City or DEN employees, information concerning the deliberative process that led to the issue or submission. Please be aware that non-privileged public records (including non-privileged internal e-mails) may be subject to the Colorado Open Records Act.

**Contact Information for Person Submitting this Form**

Name, employer and title of employee

Submission Date

E-mail address

Telephone Number

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**Requesting Consultant / Contractor Information**

Is this potential conflict concern raised by a City or DEN employee or an outside entity (regardless of who submitted it)? For example a contractor or consultant working for, or interested in working for, DEN.

Yes - outside entity

No - internal

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## **Conflict Question**

Briefly and clearly explain the specific conflict concern. If the question concerns a potential conflict between past, current or anticipated work please identify all relevant contracts, work/task orders or procurement processes with contract or procurement numbers if possible. Include details such as the scope of work in the existing contract and the anticipated scope of work, or other information to explain the potential conflict and any mitigation efforts taken. Please specify whether the non-DEN parties are/were a prime contractor or subcontractor on each relevant contract. If the issue relates to a person or entity whose roles or involvement might conflict on one project, please describe the potentially conflicting scopes. Include all relevant facts whether they weigh for and against there being a conflict. If necessary, attach relevant pages of agreements, RFPs and other documents. Please avoid attaching lengthy documents.

Describe the potential conflict question or concern.

Provide any additional information you believe would assist in considering the situation, including similar situations or special circumstances.

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### **DEN Stakeholders**

Which DEN division or divisions are identified in the relevant contract/s? Typically, this is specified in the initial paragraphs or in a section called something like: "Line of Authority"

Has this or a related question been submitted previously or addressed informally? If so, please describe the circumstances and people involved.

Identify any City or DEN Attorneys working on relevant related contracts or who was consulted on this issue.

List any other City or DEN employees that have relevant information. If the question concerns an active procurement process, include the contract administrator.

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**Response**

Is there a procurement or other activity impacted by this decision? If so, what is the date of that, such as the date work must start or an RFP will be issued?

If Yes, briefly describe the timing issue and any specific dates and potential impacts.

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## DEN Decision

Does past, current or anticipated work by the outside party give them an unfair advantage or create an unacceptable impression that they have an unfair advantage?

Not applicable

Yes - a conflict exists

No - based on information provided no conflict anticipated

DEN cannot make a determination at this time

Would allowing the outside party to serve in multiple roles on the same or related projects result in an unacceptable actual or perceived conflict?

Not applicable

Yes - actual or perceived conflict

No - based on information provided no conflict anticipated

DEN declines to make a determination at this time

Does the outside party's past, current or future work for other entities create an unacceptable conflict of interest?

Not applicable

Yes - actual or perceived conflict

No - based on information provided no conflict anticipated

DEN declines to make a determination at this time

Would the proposed participation of the outside party otherwise jeopardize an open, fair competitive process?

Not applicable

Yes - actual or perceived conflict

No - based on information provided no conflict anticipated

DEN declines to make a determination at this time

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**Comments / Conditions**