

**On Ethics Form #1:**

There are two sections on this form where the vendor/contractor can list any campaign contributions they may have made. The first section is for contributions to “Statewide Public Office” and the second section is for contributions to “Candidates for the General Assembly.” **When contractors sign these they should write either “N/A” or “NONE” in any section where there were no contributions made. If the forms are just signed, the attorneys may return the contracts unsigned.**

**On Ethics Form #5:**

This form seems to confuse many departments, but if you read the instructions carefully at the top of the form, you will see that **this affidavit is meant ONLY to be completed and signed by the vendor/contractor in the shaded box at the bottom before a notary, UNLESS the contractor has entered into a related consulting agreement (with ANOTHER entity) in connection with the proposed contract.** Therefore, prospective contractors with the University are *not* supposed to enter information about their proposed contract in that section, only other related contracts they may have entered into with consultants. The purpose of this affidavit is to ascertain whether a prospective contractor with the University/State hired a consultant who may have assisted the contractor in seeking to conduct business with the State.