

# Lake County Vendor Disclosure Policy

This policy pertains to procurements over \$30,000 by Lake County.

## Vendor Disclosure Statement

**Step One:** Potential vendors are required to submit a “Vendor Disclosure Statement” for any procurement over \$30,000 by Lake County. The form will be included as part of the required submissions for the procurement.

Vendors must disclose:

a. A familial relationship between:

Lake County elected officials or department directors, deputy directors, or managers  
**and**  
owners, principals, or officers of the vendor’s company

by indicating the names of the elected official or employee and the vendor employee, as well as the nature of the relationship.

A familial relationship includes: spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned persons.

b. All political campaign contributions made by the vendor or an owner, principal, officer, manager, lobbyist, agent, consultant, counsel, subcontractor, or corporate entity under the control of the vendor to any county board member, county board chair, or countywide elected official as well as contributions to any political action committees within the last five years.

**Step Two:** Purchasing will compare the employee names provided by a vendor with the employees on the proposed procurement evaluation panel. Employees identified by a vendor are not eligible to participate in the vendor evaluation process.

**Step Three:** Purchasing will include the vendor disclosure statement of the awarded vendor with the agenda item on the County Board agenda and file the statement with the contract on the County’s website and in Purchasing files.

**Step Four:** Upon contract renewal, Purchasing will communicate with the vendor and request any update to the vendor disclosure form as necessary.