

## Protest Officer

### Procurement Integrity Certification

Procurement Protest File Number:	_____ Type/print the assigned file number for the protest
Protestor:	_____ Type/print name of Protestor
Date of Protest:	_____ Type/print date protest was received by Enterprise Services
Competitive Solicitation Number:	_____ Type/print the Competitive Solicitation number of the protested procurement
Protest Officer:	_____ Type/print name of the assigned Protest Officer

I, the above-referenced assigned Protest Officer for the above-referenced procurement protest, make this Procurement Integrity Certification as a required element of serving as the Protest Officer for this protest. I certify, to the best of my knowledge and belief, that the following are true, complete, correct, and made in good faith:

1. **PROTEST OFFICER.** I certify that I am the assigned Protest Officer for this procurement Protest and that I will review the Protest and prepare a protest decision.
2. **PROCUREMENT PROTEST PROCESS.** I certify that I am familiar with and understand the Washington State Department of Enterprise Services' protest process, the applicable Washington Procurement Code for Goods/Services, [RCW chap. 39.26](#), and the applicable Enterprise Procurement Policy pertaining to Protests, [DES-170-00](#).
3. **PROCUREMENT INTEGRITY.** I certify that I have not participated in the planning, development, review, evaluation, or award decisions pertaining to the above-referenced Competitive Solicitation. I further certify that, prior to appointment as the Protest Officer for this protest, I have not had any discussions regarding the above-referenced Competitive Solicitation or any protests relating to the same with the agency's contracts and procurement staff who participated in the planning, development, review, evaluation, or award decisions pertaining to the above-referenced Competitive Solicitation. I further certify that, I have not had any discussions regarding the above-referenced Competitive Solicitation or any protests relating to the same with any other individual.
4. **PROCUREMENT ETHICS.** I certify that I am familiar with and understand Washington's Ethics in Public Service Act, [RCW chap. 42.52](#) and the ethical obligations pertaining to state agency personnel

who participate in any public contracting matters, including as a protest officer, for goods/services. See, e.g., [RCW 39.26.020\(1\)](#). I further certify that I have completed the required Ethics In Public Service Act training.

5. CONFLICT OF INTEREST. I certify that I do not have a financial interest in the above-named Protestor. I further certify that I have reviewed a list of all of the bidders pertaining to the above-referenced Competitive Solicitation and that I do not have a financial interest in any bidder or in the outcome of the Competitive Solicitation. For purposes of this certification, I also certify that I am not aware of any financial interest in the Protestor or any bidder by any of my family members. I further certify that neither I nor any of my family members is employed by, contracts with, or is seeking employment or business with the Protestor or any bidder.
6. GIFTS. I certify that I have not received any gift(s) from the Protestor or any bidder in the above-referenced Competitive Solicitation. For purposes of this certification, I also certify that I am not aware of any gift(s) from the Protestor or any bidder to any of my family members.
7. FACT OR CIRCUMSTANCE. I certify that I am not aware of any fact or circumstance that is a conflict of interest or reasonably could be perceived as a conflict of interest or bias pertaining to my role as the Protest Officer in this Protest.
8. UNDUE INFLUENCE. I certify that in serving as the Protest Officer I will not be unduly influenced by any person, including the Protestor, any bidder, and any agency contracts and procurement employees. In the event I encounter undue influence, I certify that I will document and report such incident in writing.

I further certify that I shall provide immediate written notice to Enterprise Services if, at any time prior to completion of the Protest, I become aware that any of the certifications set forth herein were erroneous when made or has become erroneous by reason of changed circumstances.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct.

PROTEST OFFICER: \_\_\_\_\_  
Print Name of assigned Protest Officer

\_\_\_\_\_  
Signature of Protest Officer

Place: \_\_\_\_\_  
Print city and state where signed

Date: \_\_\_\_\_  
Print date signed

Retain this Protest Officer Procurement Integrity Certification with the Protest File