



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Alaska State Office  
222 West Seventh Avenue, #13  
Anchorage, Alaska 99513-7504  
[www.blm.gov/alaska](http://www.blm.gov/alaska)

March 28, 2018

**In Reply Refer To:**  
1510 (AK952)

## MEMORANDUM

To: Source Selection Evaluation Team Members

From: Patrick Euler  
Source Selection Authority/Contracting Officer

Subject: Appointment of Source Selection Evaluation Team for Solicitation no. L40363-18-Q-E001 for **Environmental Impact Statement (EIS) for the Coastal Plain Oil and Gas Leasing Program**

1. This memorandum hereby appoints the source selection evaluation team members.
  - a. Technical Proposal Evaluation Committee (TPEC) and Cost Evaluation Committee:  
  
Miriam (Nicole) Hayes, Project Coordinator, AK930, Chairperson/Voting Member  
Jennifer Montoya, Planning and Environmental Coordinator, NML03, Voting Member  
Michelle Ethun, Supervisor Outdoor Recreation Planner, AKF03, Voting Member  
Shelley McGinnis, Resource Advisor, WO300, Voting Member
  - b. Source Selection Authority  
  
Patrick Euler, Supervisory Procurement Analyst, AK952, Contracting Officer
2. Attached is the Conflict of Interest/Non-Disclosure Statement that all evaluation team members are required to sign and return to the Contract Specialist/Contracting Officer prior to commencing to obtaining or receiving source selection information.
3. The point of contact for this memorandum is Patrick Euler at 907-271-4136 or email at [peuler@blm.gov](mailto:peuler@blm.gov).

### Attachments

- 1 – Conflict of Interest
- 2 - Non-Disclosure Statement
- 2 – Source Selection Evaluation Team Information



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## CONFLICT OF INTEREST/NON-DISCLOSURE CERTIFICATE

**Solicitation No. L40363-18-Q-E001**

I certify that I am not aware of any matter which might reduce my ability to participate in the proposal evaluation proceedings and activities associated with the above solicitation in an objective and unbiased manner or which might place me in a position of conflict, real or apparent, between my responsibilities as an evaluator or advisor and other interests.

In making this certification, I have considered all my stocks, bonds, other financial interests, outside business associates, and employment arrangements (past, present, or under consideration) and, to the extent known by me, all the financial interests and employment arrangements of my spouse, my minor children, and other members of my immediate household.

I will notify the contracting officer, if any person, firm, or organization submits a proposal or otherwise becomes involved in the subject project, if to my knowledge, I (including my spouse, minor children, other members of my immediate household) have a financial interest, or with which I have or am actually considering an employment arrangement. Further, based on advice from the servicing ethics counselor, I will agree not to participate further in any way (e.g., by rendering advice, making recommendations, scoring proposals, or otherwise in the particular subject matter or project).

I have also read and understand the Federal Employee Non-Disclosure Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/printed name, title, and office code

THIS CERTIFICATION CONTAINS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.



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## NON-DISCLOSURE STATEMENT

The proper treatment of official information related to the procurement process (requirement definition, validation, evaluation, selection proceedings, negotiations, etc.) is of the utmost importance. An employee may not directly or indirectly use or allow the use of official information obtained through or in connection with his Government employment. Attention is invited to the provisions of Federal Acquisition Regulation Part 3.104-4 entitled "Statutory and related prohibitions, restrictions and requirements".

Title 18 U.S.C. 201 prescribes specific penalties for a Government official accepting, or anyone directly or indirectly promising to a Government official, anything of value with intent to influence an official act or otherwise influence the Government official.

U.S.C. Title 18, Sec. 1905, states: "Whoever, being an officer or employee of the United States or any department or agency thereof, ..., publishes, divulges, discloses, or makes known in any manner or to any extent not authorized by law any information coming to him in the course of his employment or official duties or by reason of any examination or investigation made by, or return, report or record made to or filed with, such department or agency or officer or employee thereof, which information concerns or relates to the trade secrets, processes, operations, style of work, or apparatus, or to the identity, confidential statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association; or permits any income return or copy thereof or any book containing any abstract or particulars thereof to be seen or examined by any person except as provided by law, shall be fined not more than \$1,000 or imprisoned not more than one year; or both; and shall be removed from office or employment."

Title 18 U.S.C. 207 restricts the participation of former Government officers and employees with regard to any matter in which participation has been personal and substantial.

Employees shall not reveal any information to anyone who is not also participating in the same activities, and then only to the extent that such information is required in connection with such activities. Such information is classified "FOR OFFICIAL USE ONLY". The dissemination of information in this category to other parties will be at the sole discretion of the Contracting Officer. Pre-solicitation and solicitation information, TPEC membership, vendors' proposals, identity of offerors, proposal evaluation information and documents, and similar materials will be handled and discussed on a need-to-know basis only. Under no circumstances may pre-solicitation information, proposals, evaluation information, or selection criteria or plans be removed from the confines of the TPEC meeting area without the specific authorization of the Contracting Officer. In this regard, the methodology used or planned for use in evaluating and selecting contractors, will not be discussed or otherwise disclosed except on a "need-to-know" basis established by the Contracting Officer on a case-by-case basis. Any unauthorized disclosures contrary to the foregoing provisions may result in appropriate disciplinary action pursuant to applicable statutory provision.