

Number	Title	Revision	Date
OCFO-AS-3108	OCI – Disclosure or Representation Statement Instructions	0	3/16/2026

**ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE OR REPRESENTATION STATEMENT
INSTRUCTIONS**

(Derived from DEAR 952.209-8 JUN 1997)

- (a) Organizational Conflict of Interest (OCI) means that because of other activities or relationships a subcontractor is unable or potentially unable to render impartial assistance or advice to NLR, or the subcontractor’s objectivity in performing the subcontract work is or might be impaired, or the subcontractor will or may obtain an unfair competitive advantage.
- (b) An Offeror shall include in its NLR subcontract proposal ONLY **one** of the statements described in Paragraphs C.1 or C.2, below. Templates for these statements are available at NLR.gov.
- (c) The statement must contain one of the following:
 - (1) **Disclosure Statement** shall disclose any past (within the past 12 months), present, or currently planned financial, contractual, organizational, or other interests relating to the performance of the statement of work. For contractual interests, such statement must include the name, address, telephone number of the client or client(s), a description of the services rendered to the previous client (s), and the name of a responsible officer or employee of the Offeror who is knowledgeable about the services rendered to each client, if, in the 12 months preceding the date of the statement, services were rendered to the Government or any other client (including a foreign government or person) respecting the same subject matter of the instant solicitation, or directly relating to such subject matter. The agency and subcontract number under which the services were rendered must also be included, if applicable. For financial interests, the statement must include the nature and extent of the interest and any entity or entities involved in the financial relationship. For these and any other interests enough such information must be provided to allow a meaningful evaluation of the potential effect of the interest on the performance of the statement of work.
 - (2) **Representation Statement** represents that no actual or potential conflict of interest or unfair competitive advantage exists with respect to the advisory and assistance services to be provided in connection with the instant solicitation or that any actual or potential conflict of interest or unfair competitive advantage that does or may exist with respect to the solicitation has been or will be communicated as part of the of the statement required by Paragraph B. above.
- (d) Failure of the offeror to provide the required statement may result in the offeror being determined ineligible for award. Misrepresentation or failure to report any fact may result in the assessment of penalties associated with false statements or such other provisions provided for by law or regulation.