



Dear Subject Matter Expert,

Thank you for agreeing to participate in the examination and/or interview process for the San Francisco Department of the Environment (SF Environment). We value your expertise and are grateful for your willingness to share your guidance and expertise with us.

Subject Matter Experts are expected to participate in examination scoring and candidate interview rating fairly and free from bias. As part of the SF Environment’s efforts to increase our ethical compliance and set a new precedent in exceeding the current City and County of San Francisco requirements, we are implementing a conflict-of-interest review for all Subject Matter Experts. The conflict-of-interest review is to confirm that Subject Matter Experts participating in examinations and interviews do not have a personal or professional financial interest which creates a perceived or actual conflict of interest in participating in an examination or interview.

**Instructions**

1. Please review the [linked](#) list of organizations who have bid on or entered into a contractual relationship with SF Environment in the last 12 months. Any local, state, or federal government agencies do not qualify as a conflict-of-interest.
2. Confirm that you are not currently employed by or have a personal financial interest in any of the listed organizations. Financial interest includes equity interest, dividends, stock, etc.

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**Certification**

Subject Matter Expert Name: \_\_\_\_\_

Subject Matter Expert Current Employer: \_\_\_\_\_

By signing below, I confirm I am not employed by and have no personal financial interest in any of the organizations listed in the attachment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_