



**NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION
BY A PUBLIC SERVANT**

Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.



Prior to application, bid, and response submittal, this form must be filed with the Municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response. AMC 1.15.100B.1.

1. Name: Karen Grotts Phone: 907-240-0699
 Email: kcgrotts@gmail.com

2. **I hereby provide notice that I or a member of my immediate family or household intend to respond to the following public solicitation:**

Solicitation No. _____ Issued by: _____ Submission Deadline: _____
 Project Description: _____
 Solicitation is to provide: Dance lessons for Family Partnership
 Respondent proposes to: Teach Dance lessons

3. **I am a(n) ...** **Employee** Municipal Department: _____
 MOA Corporate Authority: _____
 ASD Department/School: Russian Jack Elementary
 Board Member Board/Commission/Authority/LRSA: _____
 Elected Official Elected Office: _____

4. **Please check one of the following:**
 Neither I, nor any member of my immediate family or household have any personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality that would directly effect the request for services, nor the award, execution, or administration of the solicitation.
 I, or a member of my immediate family or household have a personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality. *Please provide the information requested on the back of this form and a description of the economic interest. (Attach separate sheets as necessary.)*

5. **All filers must affirm the following statement:** I am filing this notice timely for publication and I shall submit a copy to the Purchasing Department with my response to the solicitation. **I affirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge.**

Karen C. Grotts 7-30-2018
 Signature Date

FOR MUNICIPAL CLERK'S OFFICE USE ONLY			
Note: The Municipal Clerk's Office will publish this notice on the Municipality of Anchorage Website (www.muni.org).			
Date Received:	<u>8-1-18</u>	Date Electronically Published:	<u>August 13, 2018</u>
Fee - \$15.00	Paid by: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>1146</u> <input type="checkbox"/> Credit Card	Receipt No. <u>10000064670</u>	

TO THE PURCHASING OFFICER:

Return completed form to the Municipal Clerk's Office upon award of this public solicitation.	
The integrity of the public solicitation process is not adversely affected by this award.	
_____ Purchasing Officer	_____ Date

I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

Identify the Municipal Contract: *(Attach separate sheets as necessary.)*

Contract Name: Center Stage Dance Studio Date Acquired: May 1993
Name of the person with the economic interest: _____
Amount of interest held: 100% self or family-household member

Could the performance of your official duties in any way affect the contract? NO
(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:
I am a kindergarten TA for the school district and I am applying to be a vendor in family partnership to teach dance lessons through my business.

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

not an existing contract

and/or ...

Identify the Entity engaging in business with the Municipality: *(Attach separate sheets as necessary.)*

Entity Name: _____ Date Acquired: _____
Name of the person with the economic interest: _____
Title of position held: _____ self or family-household member

Describe the responsibilities of the position held:

Could the performance of your official duties in any way affect the entity's business with the Municipality? _____
(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

This page of this form must be signed by both the public servant's supervisor and an ethics officer before filing is complete.
I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

[Signature] _____ 7/30/18
Supervisor's Signature Date

Ethics Officer's Signature Date

For Municipal Clerk's Office Use

Date Received: _____
Date Reviewed by Board of Ethics: _____