

NOV 26 2019

Reset Form



**CONFLICTS OF INTEREST – CONTRACTS
ETHICS DISCLOSURE STATEMENT**
State Form 53345 (R2 / 6-15)
Office of Inspector General
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-10.5

Mail to:
OFFICE OF INSPECTOR GENERAL
315 West Ohio Street, Room 104
Indianapolis, IN 46202
Telephone: (317) 232-3850
E-mail scanned copy to: info@ig.in.gov

Check if you are making a correction to a previously filed statement.

A state officer, employee, or special state appointee may not knowingly have a financial interest in a contract made by an agency. The term financial interest is defined in IC 4-2-6-1. This prohibition, however, does not apply to an officer, employee, or special state appointee who (1) does not participate in or have contracting responsibility for the contracting agency and (2) meets the criteria in IC 4-2-6-10.5(b)(2) and (c)(1)-(5). One criterion is that the officer, employee, or special state appointee must file a written statement with the Inspector General before the officer, employee, or special state appointee executes the contract with the state agency.

The foregoing consists only of excerpts from IC 4-2-6-10.5. Care should be taken to review IC 4-2-6-10.5 in its entirety to ensure compliance with all criteria set forth in the statute. This disclosure will be posted on the Inspector General's website.

PART 1 – GENERAL INFORMATION

Last name Cotterill	First name Melissa	Middle initial C
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Address of office (number and street, city, state, and ZIP code)
100 North Senate Avenue Room N300, Indianapolis, Indiana 46204

Title or position within agency Chairperson	Name of agency Indian Commission for Women
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PART 2 – CONTRACT

List the name for each entity (i.e. vendor, contractor, consultant, subcontractor, or subconsultant) in which you have a financial interest that has a contract with a state agency. Also, list the name of the state agency the entity is contracting with (use a different form for each contract).

Business name of entity Westcomm	Name of entity contact person (first name and last name) Guy Westermeyer (Owner)
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This contract was (check one):

- made after public notice and, if applicable, through competitive bidding; or
- not subject to notice and bidding requirements

If the contract was not subject to notice and bidding requirements, please provide the basis for that conclusion here.

Description(s) of Contract(s): (Describe the type of contract involved and the effective date and term of the contract if reasonably determinable.)

The Indiana Department of Administration (IDOA) posted a request for proposals (RFP) #19-087 to solicit proposals for Marketing, Public Relations, Advertising, and Media Buy Services. The IDOA selected multiple companies through this RFP process, including Westcomm. The contract, which is not yet executed, is expected to be executed later this year and remain in effect through November 14, 2021. The IDOA has the right to renew the contract in accordance with the IDOA's proposed contract terms.

Description of the Financial Interest: *(Describe in what manner the state officer, employee, or special state appointee expects to derive a financial interest from or otherwise has a pecuniary interest in, the above contract. State the approximate dollar value of the interest if reasonably determinable. Attach extra pages if additional space is needed.)*

Melissa Cotterill is a volunteer appointed to the Indiana Commission for Women (ICW), which is established by state law to understand the needs of Indiana women and their families and to work strategically both with government and in our communities to help bring about positive change. Ms. Cotterill was appointed to this position by Governor Pence in 2015 and reappointed and named Chairperson of the ICW by Governor Holcomb.

Ms. Cotterill is an employee of Westcomm, serving as its Executive Vice President. Westcomm is a marketing and communications firm headquartered in Indianapolis, Indiana. Following public notice of the RFP, Westcomm responded to the IDOA's RFP and Westcomm was selected among other companies through the competitive process. Ms. Cotterill receives compensation from Westcomm as an employee thereof.

ONLY COMPLETE PART 3 IF CONTRACT IS FOR PROFESSIONAL SERVICES

PART 3 – AGENCY CERTIFICATION

Approval of appointing authority

Being the _____ of _____
(Title of Appointing Authority) (Name of Contracting Agency)

I hereby affirm that no other state officer, employee, or special state appointee of _____
(Name of the Contracting Agency)

is available to perform those services as part of the regular duties of the state officer, employee, or special state appointee.

Signature of Appointing Authority	Date signed (month, day, year)
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Name of Appointing Authority

PART 4 – AFFIRMATION

I submit this statement to the Inspector General pursuant to 42 IAC 1-5-7 (IC 4-2-6-10.5) to disclose my financial interest in a contract with an agency. This contract can be performed without compromising the performance of my official duties and responsibilities as a state officer, employee or special state appointee. I affirm that I do not participate in or have contracting responsibility for the contracting agency. I further affirm that the contract was made after public notice or competitive bidding, if applicable. I also affirm, under penalty of perjury, the truth and completeness of the statements made above and that I am the above named state officer, employee, or special state appointee.

Signature <i>Melissa C. Cotterill</i>	Date signed (month, day, year) <i>11-24-19</i>
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