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It is the policy of the Virginia Small Business Development Center (hereafter referred to as the Virginia SBDC) that consultants under contract to provide assistance to clients of the Virginia SBDC will adhere to the following guidelines.

1. While under contract to the Virginia SBDC, consultants will provide services to clients of the Virginia SBDC only as contracted agents of the Virginia SBDC and not as private and independent vendors of such services. Consultants shall not release information about any client's relationship with the Small Business Development Center, nor any information about the business or personal matters of any client to any person or agency outside the Virginia SBDC or Small Business Administration without written permission of the client.
2. Persons under contract to provide consulting services as agents of the Virginia SBDC agree that they will neither recommend the purchase of goods or services in which they represent or have an interest, nor accept fees or commissions from third parties who have supplied or will supply goods or services to the SBDC client on the recommendation of the consultant.
3. Consultants will remain under contract as agents representing the Virginia SBDC until the case is closed by the Director or Manager who assigned the case to that consultant.
4. The Director or Manager will contract with one or more consultants to provide services to a Virginia SBDC client as the Director or Manager deems appropriate. The Director and Manager of the Virginia SBDC may close any portion of a case serviced by an individual consultant.
5. If a consultant desires to terminate a contracted relationship with a client of the Virginia SBDC as an agent of Virginia SBDC, that intention must be stated in writing to the Director or Manager who assigned the case to the consultant. This written statement of intent must be received and acknowledged by the official who assigned the case before any further contact is made between the client and consultant in question.
6. The Director or Manager will inform, in writing, all consultants and the client in question that a case, or any portion thereof, has been closed, including the date on which it was closed.
7. For one year after a case has been closed, any subsequent or private engagement of the services of a Virginia SBDC consultant must be initiated by the client in question and not by the consultant representing the Virginia SBDC.
8. Upon agreeing to consult with a Virginia SBDC client, all consultants shall sign an agreement with the Virginia SBDC agreeing to this policy on conflict of interest.
9. In the event a Virginia SBDC client or consultant should desire to enter into a business relationship contrary to these provisions, a written request from the sub-center Director must be submitted to the Virginia SBDC State Director and the written approval by the Virginia SBDC State Director must be obtained.

I have read and understand this policy statement and agree to abide by it.

Consultant Printed Name:

SBDC Printed Name:

Consultant Signature:

Date:

SBDC Signature:

Date:

MASON SBDC USE ONLY: Entered into WIKI on (date) _____ by (name) _____.