



ETHICS DISCLOSURE STATEMENT
CONFLICTS OF INTEREST – DECISIONS AND VOTING
State Form 55860 (R / 10-15)
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-9

APR 11 2018

FILED

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name (last) Helmer IV	Name (first) John	Name (middle) Edward	
Name of office or agency Indiana Department of Administration		Job title Senior Account Manager	
Address of office (number and street) 402 West Washington Street, Room W468		City Indianapolis	ZIP code 46204
Office telephone number (317) 234-6443	Office e-mail address (required) JHelmer@idoa.IN.gov		

Describe the conflict of interest:

I am interested in beginning a discussion with KSMC regarding an open position.

IDOA is an approver of work orders, change orders and purchase orders for other state agencies that use KSMC through the State's Managed Services Provider, Guidesoft dba Knowledge Services.

Describe the screen established by your ethics officer: *(Attach additional pages as needed.)*

See attached.

Area with horizontal dashed lines for describing the screen established by the ethics officer.

AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee

Date signed (month, day, year)

John E. Helmer IV

04/11/18

Printed full name of state officer, employee or special state appointee

John E. Helmer IV

FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer

Date signed (month, day, year)

Tammera J. Glickman

4/11/18

Printed full name of ethics officer

Tammera J. Glickman



STATE OF INDIANA

ERIC J. HOLCOMB, GOVERNOR

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

402 West Washington Street, Room W469
Indiana Government Center -- South
Indianapolis, Indiana 46204-2746

SCREEN FOR CONFLICT OF INTEREST RE: JOHN HELMER AND KSMC

Mr. John Helmer serves IDOA as a Senior Account Manager and is an integral and essential component to the success of some of the State's most complex solicitations. Mr. Helmer reports directly to Mark Hempel, IDOA's Director of Account Management. An employee of Katz, Sapper & Miller Consulting (KSMC) notified Mr. Helmer about a job posting with their company.

KSMC does not have any contracts with IDOA. IDOA and IOT have contracts with Guidesoft dba Knowledge Services. KSMC is one of the providers included in the Knowledge Services MSP. Mr. Helmer does not have any direct oversight or management of the Knowledge Services MSP. In October of 2017, pursuant to his duties as Senior Account Manager, Mr. Helmer signed off on two change orders for KSMC as they relate to services requested from other state agencies under the MSP. Therefore, to prevent any potential conflicts of interest, IDOA shall implement the following screen for Mr. Helmer:

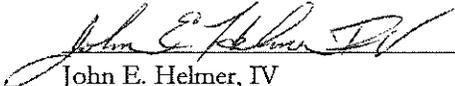
1. In accordance with IC 4-2-6-9(b), Mr. Helmer has notified IDOA Commissioner Lesley Crane that he is interested in exploring (reviewing, asking questions, etc.) possibilities regarding the open position posted at KSMC.
2. Mr. Helmer shall have no direct involvement in reviewing any documentation or information submitted to IDOA regarding KSMC, whether such documentation/information is submitted directly by KSMC or by another state agency who has a written agreement with KSMC. The responsibilities to do so shall be assigned to Mr. Hempel, or such other person designated by Mr. Hempel.
3. Mr. Helmer shall have no direct involvement in any decision-making process on an application or other information, e.g. approving change orders, work orders or purchase orders, submitted to IDOA regarding KSMC, whether such decision-making is directly related to an IDOA request by KSMC or by another state agency who has a written agreement with KSMC. The responsibilities to do so shall be assigned to Mr. Hempel, or such other person designated by Mr. Hempel.
4. Any communications issued by the Procurement Division in response to any inquiry or communication from KSMC, or from another state agency who has a written agreement with KSMC, shall be assigned to Mr. Hempel, or such other person designated by Mr. Hempel.
5. Should Mr. Hempel seek advice and/or guidance from Mr. Helmer on any historical/ongoing project related to KSMC, Mr. Helmer shall seek the presence or participation of Ms. Glickman, or her designee, in such discussions with Mr. Hempel. After such discussions occur, all parties shall log the conversation independently. Such logs shall include relevant information as reasonably necessary under the circumstances. If emergencies arise or other circumstances develop where Ms. Glickman is not immediately available to be personally present at such a meeting between, or if the KSMC-related issue is ministerial in nature or relates to other minor administrative matters, both Mr. Helmer and Mr. Hempel shall provide a brief summary of their discussions to Ms. Glickman within a reasonable time after the meeting to sufficiently document the conversation.
6. Mr. Helmer and/or Mr. Hempel may bring any questions or concerns regarding this screen to the attention of Ms. Glickman at any time for guidance.
7. This screen should remain in place so long as Mr. Helmer is employed with the State and wishes to pursue post-employment opportunities with KSMC.



STATE OF INDIANA
ERIC J. HOLCOMB, GOVERNOR

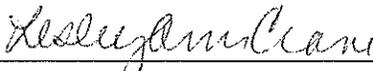
DEPARTMENT OF ADMINISTRATION
Commissioner's Office

402 West Washington Street, Room W469
Indiana Government Center – South
Indianapolis, Indiana 46204-2746



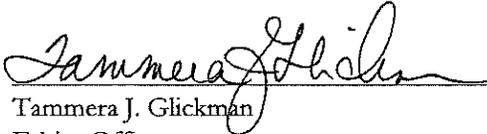
John E. Helmer, IV
Senior Account Manager

04/11/18
Date



Lesley A. Crane, Commissioner
Indiana Department of Administration

4/11/18
Date



Tammera J. Glickman
Ethics Officer

4/11/18
Date

Croft, Celeste

From: Glickman, Tammera J (IDOA)
Sent: Wednesday, April 11, 2018 12:57 PM
To: IG Info
Cc: Helmer, John
Subject: Ethics Disclosure Statement
Attachments: 201804110915.pdf

Please find attached the Ethics Disclosure Statement, Conflicts of Interest-Decisions and Voting, filed on behalf of John Helmer, in compliance with IC 4-2-6-9.

Kind regards,

Tammera J. Glickman
Assistant General Counsel & Ethics Officer
Indiana Department of Administration
402 W. Washington Street, W478
Indianapolis, IN 46204
Office: 317-234-8851