

<b>TITLE: Texas Ethics Commission “Disclosure Regarding Contracts with Governmental Entities” Form 1295</b>		Approved by: Auditor Civil Legal
		County Administrator Purchasing Agent
		Date Approved 1/26/16 <i>rev:</i> 7/12/16
Effective Date: <i>rev:</i> 7/12/16	Commissioner’s Court Date Approved: <i>rev:</i> 7/12/16	Page No: 1 of 1

**I. PURPOSE**

To ensure that any and all Commissioners Court Agenda approvals relative to Vendor award or award renewals meet compliance requirements as per HB 1295- Disclosure Regarding Contracts with Governmental Entities.

**II. SCOPE**

This procedure applies to all Agendas pertaining to Commissioners Court approval of : Vendor related Contracts, Bid, RFPs, RFQs awards and renewals or change in Vendor(s), and Interlocal Cooperative approval to purchase.

**III. RESPONSIBILITY**

all Departments

**IV. GENERAL**

All Agendas submitted to Commissioners Court for approval for Vendor award or renewal of award (including Contracts and Interlocal Cooperative Agreements), Departments must notify selected Vendor that required Texas Ethics Commission (TEC) Form 1295 must be completed (by firm - on line “New Form 1295 Certificate of Interested Parties Electronic Filing Application” Site at: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) ) This form must be electronically submitted (and when done) printed and notarized. Notarized form must be emailed or delivered to Department. Once received, Department will submit this form to the 1) Civil Legal Department for Contract or Agreement related agendas. 2) Purchasing Department all other vendor related agendas not requiring subsequent contract /agreement for on line Acknowledgment at the TEC Web site. Acknowledgment form must be printed as proof of completion. Purchasing Dept. will return Acknowledgment form to the Department which must be completed prior to Commissioners Court approval.

This process assists in verifying that the vendor to be used by the County is not on the excluded parties list.

All information retrieved at site on requested vendor response will be printed out, scanned and attached to all post agenda requisitions / PO for audit purposes. This print out will include TEC Form 1295 as per site generated PDF.