

Form 1295 Certificate of Interested Parties

Texas Ethics Commission Electronic Filing Application

On January 1, 2016, Texas H.B. 1295 went into effect. This is an electronic filing aimed at increasing transparency of all interested parties entering into a business contract with a government entity.

Certificate of Interested Parties (Form 1295):

The law states that a government entity may not enter into certain contracts with a vendor unless the vendor submits Form 1295 at the time the business entity submits a signed contract to the governmental agency. The law applies only to a contract of the District that either (1) requires an action or vote by the governing body before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

This law will require certain firms to complete this form (1295 Certificate of Interested Parties) electronically through the Texas Ethics Commission website. The electronic submission is required in order for our school district to process any purchases of products and/or services.

As a best practice, Weslaco ISD is now including this form with all bid packages and requiring all vendors to include a completed Form 1295 with the their bid package.

Filing Process:

The link shown below will provide additional information on how this process will take place.
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

It is recommended that respective vendors watch the video related to submitting a Form 1295 at this website. Vendors must use the Texas Ethics Commission online application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the vendor must print a copy of the form and sign it in the presence of a notary. Once the notary has signed it and affixed the notary seal, the vendor shall include a copy with the bid package or contract.
E-mail Form 1295 to: Weslaco ISD Director of Purchasing; bgarcia@wisd.us .

School District Requirement:

Weslaco ISD must notify the commission, using the commission's online filing application, of the receipt of the filed Form 1295 with the certification of filing no later than the 30th day after the date the parties are bound by the signed contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from *Weslaco ISD*.

Once the form is received and reviewed by district purchasing staff, the item will be included as part of any corresponding agenda being presented to the Weslaco ISD School Board for approval. If the Board of Trustees approves the contract recommendation, a purchase order and/or contract document will be generated and forwarded to the vendor.

Other Information:

When completing Form 1295, please ensure that the vendor provides the following information in the respective fields as indicated.

- Agency/Entity Name: **Weslaco Independent School District**
- Contract ID Number: **Proposal # or Purchasing Cooperative Contract #**
- Description of goods and services to be provided: **Description of goods and/or services**

Attachments to this Summary:

1. Form 1295 Certificate of Interested Parties.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY