

PHARR-SAN JUAN-ALAMO I.S.D.
Board Approved Contracts/Purchases

CERTIFICATE OF INTERESTED PARTIES – HOUSE BILL FORM 1295

Definitions and Instructions for Completing Form 1295

Pharr-San Juan-Alamo I.S.D. is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits Pharr-San Juan-Alamo I.S.D., or its cooperative members, from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties – Form 1295 to Pharr-San Juan-Alamo I.S.D. at the time the business entity submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission.

As a “business entity,” all vendors must electronically complete, print, sign, notarize and submit Form 1295 with their proposal even if no interested parties exist.

Proposers must file Certificate of Interested Parties – Form 1295 electronically with the Texas Ethics Commission using the following online filing application:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

- Proposers must use the filing application on the Texas Ethics Commission’s website (see link above) to enter the required information on Form 1295.
- Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number.
- The Form 1295 must be printed and then signed by an authorized agent of the business entity, and the form must be notarized.
- The completed Form 1295 with the certification of filing must be filed with Pharr-San Juan-Alamo I.S.D. by including the completed/notarized form with the proposal response.
- Pharr-San Juan-Alamo I.S.D. must acknowledge the receipt of the filed FORM 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after the date the contract binds all parties to the contract.
- After Pharr-San Juan-Alamo I.S.D. acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website within seven (7) business days after receiving notice from Pharr-San Juan-Alamo I.S.D.

Definitions:

- **Interested Party:** a person who:
 - a) has controlling interest in a business entity with whom Pharr-San Juan-Alamo I.S.D. and/or its cooperative members contracts; or
 - b) actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.
- **Business Entity:** an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

Acknowledgment Signature

Date