



Randy Barker, CPPO, CPPB  
PURCHASING AGENT /PURCHASING DIRECTOR

## Certificate of Interested Parties (Form 1295)

(Revised 01/18/2019)

**IFB#, RFP#, RFQ# or Contract/agreement#** \_\_\_\_\_

**Service description/contract Name** \_\_\_\_\_

**Vendor Name** \_\_\_\_\_

Your contract is being recommended to the Williamson County Commissioners Court for approval as a future agenda item.

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Texas Government Code. In accordance with this law, Williamson County may not enter into a contract with a business entity that requires the approval of the Commissioners Court until that business entity files a **Certificate of Interested Parties Form 1295** with the Texas Ethics Commission through the Texas Ethics Commission's online reporting and then files the completed, signed Form 1295 with the Williamson County Purchasing Agent.

This section applies only to a contract of a government entity that:

- (1) requires an action or vote by the Commissioners Court (contracts that fall under the jurisdiction of Commissioners Court approval, such as contracts resulting from an IFB, RFP, RFQ etc., excluding but not limited to certain Juvenile Services contracts, contracts funded with Sheriff's seized funds monies etc.) before the contract may be signed; or
- (2) has a value of at least \$1 million.

Accordingly, a new filing must be completed for each awarded contract (new, amended, extended or renewed) requiring Commissioners' Court approval.

The majority of awarded contracts with Williamson County require approval by the Commissioners Court. Each business entity must visit the Texas Ethics Commission, since Form 1295 must be completed electronically through the Texas Ethics Commission website (handwritten forms are not allowable).

The Texas Ethics Commission website is [www.ethics.state.tx.us](http://www.ethics.state.tx.us) . Form 1295 can be found at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) .

Once the business entity has completed their electronic filing of Form 1295, then the business entity must print out the form which will contain a unique certification number and sign by an Officer or authorized agent..

Once Form 1295 is signed, the business entity must submit the completed Form 1295 by mail or delivery to the Williamson County Purchasing Department at:

Williamson County Purchasing Department  
100 Wilco Way, Suite P101  
Georgetown, TX 78626

**Please note that the form can also be emailed to the requesting Williamson County Purchasing contact.**

**The above process must be completed before the Commissioner's Court may execute the awarded contract. No portion of the Form 1295 process commits Williamson County to any type of aware of contract whatsoever.**

After the Purchasing Department receives the completed and signed Form 1295, the Purchasing Department will, within 30 days, submit electronic confirmation of the County's receipt of the completed and signed Form 1295, to the Texas Ethics Commission website.

We hope this summary information is helpful to you. However, this information is not exhaustive, and all business entities are encouraged to visit the Texas Ethics Commission website, which contains Updates to the Law, Frequently Asked Questions, instructional videos, and much more information on HB1295/Section 2252.908 requirements and/or to consult with their own counsel.

**CERTIFICATE OF INTERESTED PARTIES**

EXAMPLE ONLY

**FORM 1295**

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.

**OFFICE USE ONLY**

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

[fill in the requested business entity information]

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

Galveston County

**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 goods or services to be provided under the contract.**

[fill in contract number on file in Purchasing Agent's Office here]

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
See Section 2252.908 of the Texas Government Code, Sections 46.1, 46.3, and 46.5 of Title 1 of the Texas Administrative Code, and the Texas Ethics Commission website			

**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.

Sign and return the form to:  
 [Redacted]  
 [Redacted]  
 Office

Signature of

Notary no longer required

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**

**DISCLOSURE OF INTERESTED PARTIES.**

(a) In this section:

- (1) "Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.
- (2) "Governmental entity" means a municipality, county, public school district, or special-purpose district or authority.
- (3) "Interested party" means a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts or who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.
- (4) "State agency" means a board, commission, office, department, or other agency in the executive, judicial, or legislative branch of state government. The term includes an institution of higher education as defined by Section [61.003](#), Education Code.

(b) This section applies only to a contract of a governmental entity or state agency that:

- (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed; or
- (2) has a value of at least \$1 million.

(c) Notwithstanding Subsection (b), this section does not apply to:

- (1) a sponsored research contract of an institution of higher education;
- (2) an interagency contract of a state agency or an institution of higher education; or
- (3) a contract related to health and human services if:
  - (A) the value of the contract cannot be determined at the time the contract is executed; and
  - (B) any qualified vendor is eligible for the contract.

(d) A governmental entity or state agency may not enter into a contract described by Subsection (b) with a business entity unless the business entity, in accordance with this section and rules adopted under this section, submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

(e) The disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission that includes:

- (1) a list of each interested party for the contract of which the contracting business entity is aware; and
- (2) the signature of the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury.

(f) Not later than the 30th day after the date the governmental entity or state agency receives a disclosure of interested parties required under this section, the governmental entity or state agency shall submit a copy of the disclosure to the Texas Ethics Commission.

(g) The Texas Ethics Commission shall adopt rules necessary to implement this section, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's Internet website.