




Purchasing Department

FORM 1295 – CERTIFICATE OF INTERESTED PARTIES



TO: Vendor Name: _____

FROM: Joy Simonton, Purchasing Agent
100 Wilco Way, Suite P101
Georgetown, TX 78626 

RE: IFB#, RFP#, RFQ# of Contract/Agreement #: _____

Description/Contract Name: _____

The above referenced contract is being recommended for award to the Williamson County Commissioners Court for approval as a future agenda item. Award cannot be made without the completed filing of Form 1295.

Contractors are required to complete Form 1295 via the Texas Ethics Commission website. This requires registration, generation of Form 1295 with a unique Certificate Number & filing date, printing the form, and returning the form to the Williamson County Purchasing Department.

We appreciate your prompt attention to this request. Please contact us with any questions.

FILING INSTRUCTIONS

Form 1295 can be generated via the Texas Ethics Commission web portal. The website and detailed instructions are located at:

<https://www.ethics.state.tx.us/filinginfo/1295/>

SUBMITTAL INSTRUCTIONS

Submit your completed and signed form by e-mail to purchasing@wilco.org or mail to:

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

FAQ

Texas Ethics Commission
Frequently Asked Questions:

[FAQ 1295 \(state.tx.us\)](https://www.ethics.state.tx.us/faq/1295/)

Once the form is received by the Williamson County Purchasing Department, the contact associated with the project will log-in to the Texas Ethics Commission portal and acknowledge receipt of the form. The completed form will be made available via the Texas Ethics Commission website.

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

House Bill 1295, adopted by the 84th Legislature, created §2252.908, Texas Government Code. Section 2252.908 requires a business entity entering into certain contracts with a governmental entity or state agency to file with the governmental entity or state agency a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity or state agency. The code requires the commission to adopt rules necessary to implement the new disclosure requirement and to prescribe the disclosure form. Section 2252.908 requires the disclosure form to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental or state agency before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section and applies only to contracts entered on or after January 1, 2016.

An interested party is defined as 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.

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 | | | |
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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 _____

Signature of _____

Office

AFFIX NOTARY STAMP / SEAL ABOVE

Notary no longer required

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