5.0 CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

The Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity 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.

GPISD must file a copy of the all disclosure forms with the Texas Ethics Commission not later than 30 days after receiving the form. The bill applies only to a contract entered into on or after January 1, 2016.

Definitions:

(a) Business entity includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(b) Interested party means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, advisor, attorney, or representative of or agent for the business entity who meets all of the following conditions:

- receives compensation from the business entity for the person's participation;
- communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Form 1295 Disclosure of Interested Parties:

Before a contract can be amended, extended, or renewed with GPISD, laws adopted by the Texas Ethics Commission require you to make known all interested parties.

1) As required by law, please complete the Texas Ethics Commission. "Form 1295 - Certificate of Interested Parties" *electronically* on the Texas Ethics Commission website:
https://prd.tecprd.ethicsefile.com/TECCertInt/pages/login/certLogin.jsf
Log In or Click "Click here if you don't have a user ID" to establish a *Business Entity* account

2) After your account is confirmed and verified by Texas Ethics Commission
a. Log in to your account. Click "Manage My 1295 Forms" to start a certificate
b. If applicable in the "Contract ID Number" field, reference the GPISD Contract/Bid ID number or Project ID number and a contract/bid description.
c. Add all interested parties for **your** business entity.

3) Print the Form 1295 and review the form for accuracy (The form should include a filing certification number and date)

4) Include the Form 1295 with your bid/RFP submission

SAMPLE

CERTIFICATE OF INTERESTED PARTIES

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.

Type your name or company name here

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

Type "Grand Prairie I. S. D." here

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.

Type the Bid/RFP contract number and name here - Example:
RFP# 24-01 Grocery/Retail Merchandise/Meal Services/Catering

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
See Definitions If you are an individual, type your name here. If you are a company, type in the owners/ presidents/ vice presidents of the company. GPISD Employees Should NOT be listed as interested parties unless they fit the criteria of being an owner/ president, etc.			

Do NOT use this form. Sample Only.

5 Check only if there is NO Interested Party. ☐ If no interested party exists, check here.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____ , on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Must file online at https://prd.tecprd.ethicsfile.com/File/