



DALLAS COUNTY PURCHASING DEPARTMENT

Implementation of HB 1295

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 submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (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. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

FILING PROCESS

By January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the 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 business entity must sign the printed copy of the form and have the form notarized. The completed form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entered into the contract.

FILING PROCESS (Continued)

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Texas Ethics Commission Rules

Chapter 46

Disclosure of Interested Parties

- **Applies to Section TGC 2252.908**
 - **Disclosure of Interested Parties**
- **Contract requires action/vote by governing body**
- **Value of contract is at least one million dollars**
- **Texas Ethics Commission Website:**
 - **https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm**

New Form 1295 Certificate of Interested Parties Electronic Filing Application!



**Implementation of HB 1295
Frequently Asked Questions (FAQ)**

Instructional Videos for Business Entities:

**Logging In the First Time-Business User
How to Create a Certificate**

**Instructional Videos for Governmental Entities and
State Agencies:**

**Logging In the First Time – Gov't User
How To Acknowledge a Certificate**

Acceptable computers to use for filing include:

**Personal computer or laptop
Mac desktop computer or
Tablet**

Your web browser must be at a minimum level:

**Chrome 4
Firefox 15
Internet Explorer 9
Opera 12.1
Safari 4**

Disclosure of Interested Party Form

1. The name of the business entity filing the form and the city, state, and country of the business entity's place of business;
2. The name of the governmental entity or state agency that is a party to the contract for which the form is being filed;
3. The name of each interested party and the city, state, and country of the place of business of each interested party;
4. The identification number used by the governmental entity or state agency to track or identify the contract for which the form is being filed and a short description of the goods or services used by the governmental entity or state agency provided under the contract; and
5. An indication of whether each interested party has a controlling interest in the business entity, is an intermediary in the contract for which the disclosure is being filed, or both.

ETHICS POLICY

- 1) Purpose**
- 2) Statement of Purchasing Ethics Policy**
- 3) Active Solicitations**
- 4) Conflict of Interest**
- 5) Gratuities**
- 6) Restricted Contact Period**
- 7) Anti-Lobbying**
- 8) Impartial Decision-Making and Perception**
- 9) Undue Influence**
- 10) Equal Opportunity**

ETHICS POLICY (Continued)

- 11) Undue Influence**
- 12) Equal Opportunity**
- 13) Confidential Information**
- 14) Professional Conduct**
- 15) Protest Procedures**
- 16) Training**
- 17) Notice and Affidavit of Compliance**
- 18) Affidavit of Compliance**
- 19) Audit**
- 20) Vendor Disqualification, Debarment, and Contract Voidance**

ETHICS POLICY (Continued)

- 21) Violations of the Code of Ethics**
- 22) Questions Regarding the Code of Ethics**
- 23) Other Laws/Policies**
- 24) Remedies Cumulative**
- 25) No Waiver**
- 26) Severability**
- 27) Effective Date**

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