

HUMBLE ISD CERTIFICATE OF INTERESTED PARTIES - FORM 1295 - INSTRUCTIONS

The Texas Ethics Commission requires vendors to complete the certificate of interested parties - Form 1295 form annually.

Contract Number to Reference for this Humble ISD project is: RFP 2024-104-28

Certificate of Interested Parties (Form 1295 - must be filled out electronically with the Texas Ethics Commission's online filing application, printed out, signed and attached to vendor's response to this solicitation.

Humble ISD ("HISD") 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 HISD 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 HISD at the time 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.

Proposers must file Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at:

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

Proposers must use the filing application on the Texas Ethics Commission's website 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 signed by an authorized agent of the business entity.

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

"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, adviser, or attorney for the business entity.

"Controlling Party" means:

1. An ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10%;
2. membership of the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members;
3. Service as an officer of a business entity that has four or fewer officers or service as one of the four officers most highly compensated by a business entity that has more than four officers.

"Intermediary" means:

"A person who actively participates in the facilitation of the contract negotiating the contract, including a broker, adviser, attorney, or representative of agent for the business entity who:

1. receives compensation from the business entity for the person's participation;
2. Communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
3. Is not an employee of the business entity?

SAMPLE ONLY**CERTIFICATE OF INTERESTED PARTIES****FORM 1295**

1 of 1

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
CERTIFICATION OF FILING**

Certificate Number: _____
**After you submit
the form Online, a
date and number
will automatically
populate here.**
 Date Filed: _____
 Date Acknowledged: _____

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

Your 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.

Humble ISD

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.

Humble ISD RFP/CSP/RFQ Number (Please reference the # on Page 1)

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Name of Interested Party as defined on Page 1			
	*If none exist, please check the box referencing such			
	** Humble ISD should <u>NOT</u> be listed here **			

Form must be filed Online at

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

5 Check only if there is NO Interested Party.

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6 UNSWORN DECLARATION **This section must be completed. It must be filled out after the form has been submitted Online.**

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

My address is _____, _____, _____, _____, _____.
 (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)