

CERTIFICATE OF INTERESTED PARTIES**Certificate of Interested Parties (TEC Form 1295)**

Effective January 1, 2016, the City of San Antonio is required to comply with Texas Government Code, Chapter 2252, Subchapter Z, Section 2252.908 (hereafter referred to as “the Code”). The Code states City shall not enter into a contract with a business entity unless and until the business entity has submitted a Certificate of Interested Parties (hereafter referred to as “Form 1295”) to the City for filing with Texas Ethics Commission (hereafter referred to as “TEC”). The Form 1295 requirement imposed upon City applies to ALL contracts:

- **having a value greater than \$50,000;**
- **requiring San Antonio City Council approval; and/or**
- **renewals, extensions or amendments that must be approved by the San Antonio City Council.**

TEC has made available on its website the new filing application that must be used by Bidder to file its Form 1295 with City. Bidder shall use TEC’s application to enter the required information on Form 1295 and print a copy of the completed form containing a unique certification number for that response/bid.

An authorized agent of Bidder then must sign the printed copy of the completed form and have the Form 1295 notarized. The notarized completed Form 1295 containing the unique certification number then must be submitted with Bidder’s submitted bid to City, pursuant to this solicitation, to ensure City and Bidder meet the Code requirements.

Form 1295 must be completed on-line by the business entity. It is accessible at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

As a result of this new requirement imposed upon City by the Code, City is requiring all Bidders submitting on each project to complete Form 1295, print a copy showing the unique Certification Number and Date Filed in the Certification of Filing box at the upper right corner of Form 1295 for that bid, sign it, have it notarized and submit it with their submitted bid.

City shall review Form 1295 as part of the Minimum Requirements Review performed upon receipt of the all bids. Deficiencies in or missing Form 1295 shall not be a disqualifying error. Instead, City shall notify Bidder of any requirements to cure the deficiency and/or to submit/re-submit Form 1295 within two (2) days of notice to remain eligible to be considered for a contract award. City shall include the selected low Bidder’s Form 1295 in its package prepared for the San Antonio City Council’s consideration for contract award.