

FORM 1295 INSTRUCTIONS

Pursuant to newly enacted Section 2252 of the Texas Local Government Code as of January 1, 2016, any business entity entering into a contract with a local government that requires approval of the governing body must submit a Disclosure of Interested parties to the local government prior to the execution of the contract. The Texas Ethics Commission (TEC) has adopted a form for the Disclosure of Interested Parties, FORM 1295. TEC has created a website application for business entities to submit the required information.

The City of Conroe requires the Form 1295 to be filed electronically by the business entity and acknowledged electronically by the City of Conroe before entering into any contract requiring the approval of City Council.

The business entity must go to the Texas Ethics Commission website, (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) . Follow the log-in directions. The website has a video for instructions to business entities for the application process.

The City does not have a unique contract ID number system so use a number unique to your organization in this box.

When the business entity has completed the form and the system generates the Certificate number and Filed Date, print the form and have it notarized. Send the notarized form with your bid response. If you are being awarded a contract and did not send the form with the bid response, return the original notarized form to the requesting department with in the City of Conroe.

In no way does a request for a 1295 Form from a business entity guarantee an award.

The City of Conroe Purchasing Department will electronically acknowledge receipt of the form within 30 days of a binding contract.

Hand written 1295 Forms will not be accepted.