



REQUEST FOR PROPOSAL #229

Blinn College District invites qualified firms to submit Competitive Sealed Proposals for:

Online Proctoring Services

Proposals will close on:

January 7, 2025 @ 2:00 PM C.S.T.

Sealed Proposals must be submitted to the following location with the RFP # in the lower left corner of the envelope.

Vendors are encouraged to register and submit proposals through the Blinn College District E- procurement site: <https://blinn.ionwave.net/Login.aspx>

Faxed and e-mailed qualifications will not be accepted.

Mail Proposals to:

**Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833**

Deliver Proposals to:

**Blinn College District Purchasing
Old Main – 806 College Avenue, Room 207
Brenham, Texas 77833**

RFP # 229

Competitive Sealed Proposals for Online Proctoring Services

Proposals that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFP will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFP is received prior to the closing date and time. **Delivery at any other campus location or any other department is unacceptable.**

Blinn College District reserves the right to reject any and/or all RFP's, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing

Blinn College District, a Junior College District of Washington County, is receiving competitive sealed proposals for **Online Proctoring Services**. The selection of the vendor will follow the provisions of the Texas Educational Code Section 44.031 and consist of the two-step process set forth by Texas Government Code 2054.

1. Response to Request for Competitive Sealed Proposals

Respondents are required to provide detailed written responses to this RFP no later than **January 7, 2025 @ 2:00 PM C.S.T.** Responses must be delivered to the Blinn College District, Purchasing Department, Old Main 806 College Avenue, Room 207 Brenham, Texas 77833. Responses may also be submitted through Blinn College’s E-procurement site at <https://blinn.ionwave.net/Login.aspx>. Responses received after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFP. Failure to provide all requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall rank the respondents in the order that they provide the “best value” for the College based on the published selection criteria and on the ranking evaluations. Interviews of General Contractor firms may follow at the Owner’s option.

Respondents are required to submit one (1) bound (8 ½” x 11” format) copies and one (1) electronic copy (USB flash drive or Disk) of the proposal statement.

Questions regarding the project and this Request for Proposals are to be directed to:

Ross Schroeder
Blinn College District
Director of Purchasing
902 College Ave.
Brenham, Texas 77833
Phone: 979-830-4118
Email: Ross.Schroeder@Blinn.edu

RFP #229 Calendar

Date/Time	Action
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November 12, 2024	Advertisement #1
November 19, 2024	Advertisement #2
December 9, 2024, 5:00 pm	Last day and time to submit email inquiries Submit to: Ross.Schroeder@Blinn.edu
December 11, 2024	Addenda issued, if any, communicated by e-mail
January 7, 2025, 2:00 p.m.	Deadline for Submission, RFP #229 In person submittal Blinn College District Purchasing Attn: Mr. Ross Schroeder, Director of Purchasing 902 College Ave. Brenham, Texas 77833 CLICK HERE FOR CAMPUS MAP Or on-line submittal https://blinn.ionwave.net/Login.aspx .
February 2025	Presentations from selected finalist
March – May 2025	Pilot of selected software
June 2025	Recommendation to Administration of Selected Software

2. Specifications:

- I. This request is for an automated test proctoring and student authentication system that can be utilized for an unlimited number of tests in online and face-to-face classes throughout the Blinn College District. Please note that the District utilizes Desire2Learn's Brightspace learning management system (Brightspace). Finalists are required to provide a select group of faculty with

pilot installations of their proctoring solutions. These pilots will be conducted on the District's Brightspace platform and utilized in live classes from March through May 2025.

3. Response Format and Evaluation Criteria and Selection Process

RESPONSE FORMAT: Please provide a bound and tabbed response as well as an electronic version that can be easily distributed to the search committee members in the order listed below:

- Tab 1. Letter of Interest
- Tab 2. Proposal Price – Please note that the District is interested in a fixed price of the product/service that covers unlimited use by all of the students registered for online and blended classes throughout the entire year.
- Tab 3. Reputation of the Supplier and its product/services.
- Tab 4. Scope of work provided to the District.
- Tab 5. Extent to which the product/services meet the District's needs.
- Tab 6. Supplier's past relationship with the District.
- Tab 7. Long term costs to the District to acquire the supplier's products & services.
- Tab 8. Other relevant factors or features of the product/services.
- Tab 9. Forms required by the District.

Proposal Evaluation Criteria and Requirements

Tab 2 – Proposal Price	10%
Tab 3 – Reputation of the supplier, their products, and their services	5%
Tab 4 – Scope of work provided to the District	15%
Tab 5 – Extent to which the products/services meet the District's needs	50%
Tab 6 – Supplier's past relationship with the District	5%
Tab 7 – Long term costs to the District to acquire the supplier's products & services	10%
Tab 8 – Other relevant factors or features of the product/services	5%
Total	100%

DESCRIPTION OF TABS.

Tab 1 – LETTER OF INTEREST

Use a cover letter that depicts the company's qualifications, experience, and capabilities to serve the Blinn College District. Describe why the supplier believes they should be selected. The Cover Letter is limited to a maximum of two (2) pages on the company's letterhead.

Tab 2 – PROPOSAL PRICE (scoring weight 10%)

Proposal prices are evaluated for completeness, reasonableness, and continuing annual costs after the initial agreement. After the proposals are evaluated, only those deemed acceptable will be assigned points as follows:

- a. The total lowest qualified price proposal will receive the most points.
- b. All other price proposals will be compared to the lowest qualified price, as determined in the previous paragraph, and evaluation points calculated by the percentage more expensive than the least expensive compliant solution.

NOTE: The District is not required to award to the lowest proposer.

Tab 3 – REPUTATION OF THE SUPPLIER, THEIR PRODUCTS AND SERVICES (scoring weight 5%)

- a. Suppliers must provide a minimum of three (3) contracts the Offeror may have had during the last two (2) years that relate to the Offeror's ability to perform the services requested in this RFP. List reference by company, contract reference numbers, contract period of performance, and include the contact person's name, address, telephone numbers, and e-mail address.
- b. Brief description of the project that highlights the scope of work and value similarities.
- c. The Offeror must grant permission for the Blinn College District to contact the references.

NOTE: Blinn College cannot be used as one of the references.

Tab 4 – SCOPE OF WORK PROVIDED TO THE DISTRICT (scoring weight 15%)

This section establishes the scope of work to be performed:

- a. Submission requirements and deployment capability.
- b. Adequate documentation for the evaluation committee to determine if the supplier meets the requirements of this RFP and if the supplier has the capabilities to perform if awarded the RFP.

Tab 5 – EXTENT TO WHICH THE PRODUCTS/SERVICES MEET THE DISTRICT'S NEEDS (50%)

- a. Provide demonstrated experience that supports your company's ability to perform the services identified in the goals and intent of this RFP. State any other experience that indicates the qualifications of your company for the performance of the services as requested in this RFP.
- b. Level of Section 508 accessibility and disability-related accommodations managed by your solution.
- c. Provide name, title, telephone number, and email address of the individual who would have primary responsibility for the potential project resulting from this RFP.
- d. Responsibilities and qualifications of the individuals who will have primary responsibilities for the potential project resulting from this RFP.
- e. Provide demonstrated experience of how your solution integrates with Desire2Learn Brightspace, as well as other top ranked LMSs.
- f. Describe how your product is compatible with available operating systems and available browsers.
- g. Provide demonstrated experience of the methods of student authentication and authorization used prior to starting an automated test.
- h. Provide demonstrated experience of how the product ensures that the instructor's testing environment requirements are met, such as allowing or not allowing the use of a textbook during the exam.
- i. Provide demonstrated experience of how your solution notifies the faculty of suspicious activity and illicit activity. Also provide methods of evidence your solution collects for suspicious or illicit activities, such as recorded audio/video, transcripts, screen captures, etc.
- j. Provide demonstrated experience of how your solution prevents access to other applications or websites and how it prevents students from copying and sharing information during a test.
- k. Provide demonstrated experience of how your solution proctors third-party exams, such as publisher exams.
- l. Provide demonstrated experience of how your solution proctors third-party exams, such as publisher exams.

- m. Describe in detail how your solution behaves when students are out of view of the camera; other individuals enter the room; extraneous audio is detected; students' Internet connections are dropped; scratch paper, books, and calculators are allowed; students disconnect their cameras; and any other situation you feel is relevant to this Tab.
- n. Provide a list of Help Desk services your company provides to the College District, Blinn College software administrators, faculty, and students.
- o. Describe the reporting and analytical capabilities of your solution for administrators, faculty, and students.
- p. Describe in detail the administrative abilities Blinn College personnel have over the settings, features, and reporting of your solution.
- q. Describe in detail how your company ensures the security of test, student, faculty, and District information.
- r. Describe in detail how your product provides for live proctors, live pop-in proctors, or live monitoring and/or proctoring by instructors.
- s. Has your company had a contract terminated for default in the last four (4) years? Termination for default is defined as notice to stop performance due to the Offeror's non-performance or poor performance or if the issue or performance was either not litigated due to inaction on part of the proposer; or litigated and such litigation determined that the proposer was in default. Note if no such termination for default has been experienced by the Offeror in the past four (4) years. If there has been a default, submit full details of their terms for default including the other parties' name, address, and telephone number. Present the Offeror's position on the matter. The District will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.
- t. Address the proposal requirements.

Tab 6 – SUPPLIER'S PAST RELATIONSHIP WITH THE DISTRICT (scoring 5%)

Describe past work experience with the District.

Tab 7 – LONG TERM COSTS TO THE DISTRICT TO ACQUIRE PRODUCT/SERVICES (scoring 10%)

Provide detailed costs of your products and services that are included in your proposal. Differentiate one-time costs from ongoing costs. Describe how your solution will not cause the District to invest more into the products and services at a later date and after the first agreement.

Tab 8 – OTHER RELEVANT FACTORS OR FEATURES OF THE PRODUCT/SERVICE (scoring 5%)

Include any additional information or documents that address:

- a. Additional features and functionality that are beyond those expressed as requirements in the RFP.
- b. Emerging technology that the company plans to introduce in the near future.

The sealed proposal must include one (1) bound original, and one (1) electronic copie of your original proposal in PDF format on a PC compatible flash drive. All materials submitted, including the flash drive, must be clearly identified with the company's name.

4. TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:

- 1.001 Blinn College District reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.
- 1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.

1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session, or the Board of Trustees.

2.000 **VENDOR'S OBLIGATIONS:**

2.001 Substitutions will not be allowed after a bid has been submitted for review and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.

2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.

2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.

2.004 Prompt payment discounts shall be listed on the bid form.

2.005 In bidding, give complete information in spaces provided; otherwise, your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 **AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:**

3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.

3.002 In determining to whom to award a contract, the district shall consider:

- A. the price(s) bid.
- B. the quality of the vendor's goods or services.
- C. delivery of services in a timely manner.
- D. the reputation of the vendor and of the vendor's goods or warranty services.
- E. the extent to which the goods or services meet the district's needs.
- F. the vendor's past relationship with the district.
- G. the total long-term cost to the district to acquire the vendor's goods or services; and
- H. any other relevant factor that a private business entity would consider in selecting a vendor.

3.003 The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 **INTERPRETATIONS OF THE SPECIFICATIONS:**

4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.

5.000 **DELIVERY:**

5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage, or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**

6.001 All invoices are to be submitted and mailed to:

Blinn College District
902 College Avenue
Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**

7.001 Prices Bid SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**

8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc. to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**

9.001 You are notified that although the College is required to submit purchases of all contracts of \$50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the College.

9.002 Blinn College District reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer's silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**

10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**

11.001 No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**

12.001 The vendor shall not accept or propose gifts or anything of value nor enter any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295

Effective January 1, 2016, Blinn College shall comply with the “Disclosure of Interested Parties” requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn’s governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

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

13.000 **STATE LAW REQUIREMENTS:**

13.001 This agreement will be governed and construed according to the laws of the State of Texas.

VENUE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in “Washington County”, Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances, and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules, and regulations, and without such notice to the authorized Owner’s representative, the bidder shall bear all costs arising there from.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not apply to a publicly held corporation).

(a) A person or business entity that enters a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony.

The school district must have advance notice that a person, owner, or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

13.004 **State of Texas Government Code Chapter 176 –**

Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

14.000 **UNIFORM & COMMERCIAL CODE:**

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor and is intended also as

a complete an exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 **ENTIRE AGREEMENT**

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 **CANCELLATION**

16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

Bidding questions should be referred to:

Ross Schroeder, Director of Purchasing

Blinn College District

902 College Ave

Brenham, TX 77833

(979) 830 4118

e-mail: ross.schroeder@blinn.edu

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44,034, Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____

AUTHORIZED PRINTED NAME: _____

Title: _____

Check the appropriate box and sign the form.

My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:

My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s) _____

AUTHORIZED SIGNATURE: _____

VENDOR CERTIFICATION FORM

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment, or an offer of employment in connection with or arising from this RFP or subsequent contract.
2. Persons submitting a response to this RFP must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas "Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site <http://www.ethics.state.tx.us/forms/CIQ.pdf>
3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a "Resident" vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
Address _____

Or Number of Employees that reside in Texas: _____

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension" as described in the Federal Register and Rules and Regulations:

___ No, Vendor is not currently debarred, suspended or otherwise ineligible.

___ Yes, Vendor is currently debarred, suspended or otherwise ineligible.

5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.
6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

VENDOR CERTIFICATION. The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud, or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of _____, 2024 by and for the Company identified as follows:

Signature: _____

Printed Name: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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.

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

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

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.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

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 (Declarat)

Must file online at www.ethics.state.tx.us/File