



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

January 05, 2016

Burton McCumber & Cortez, L.L.P.
Bidder's name
205 Pecan Blvd.
Address
McAllen,
City
Texas 78501
State, Zip Code

Re: C-15-328-01-05
HIDALGO COUNTY
Request for Qualifications – “Professional Auditing Services”

Dear Mr. Longoria:

In order to process the award of bid/contract resulting from this bid, the County is required, as of January 1, 2016, to comply with Texas Government Code, §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code. In accordance with these requirements for the type of contract being considered, a business must submit a completed Certificate of Interested Parties Form 1295, to the County before the County may enter into a contract with the business entity.

In order for County staff to process the above referenced bid/contract, you must complete Form 1295. You can find the 1295 form through the Texas Ethics Commission at the following website:

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

In box 3 of Form 1295, provide the C-15-328-01-05 as shown above. Once completed, Form 1295 must be signed in the presence of a notary and submitted to our office by the deadline stated below.

In order to execute and finalize the contract presented and awarded by Hidalgo County Commissioners Court on January 05, 2016, the signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to: yolanda.velasquez@co.hidalgo.tx.us on or before Friday, January 29, 2016. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed, and notarized may result in delay of award.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/yzv
Enclosures