



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

January 28, 2016

Kayla Maldonado, Account Rep.

Bidder's name

CivicPlus

Company name

302 S. 4th St., STE. 500

Address

Manhatan, KS 66502

City, State, Zip Code

Re: **Quote #8490 & 8491**

HIDALGO COUNTY PRECINCT NO. 2

Proposal for: Subsite annual fee for hosting & Support, and Custom Mobile App setup and annual fee.

Dear Ms Maldonado:

In order to process the award of the agreement resulting from this proposal, 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, you must complete Form 1295 and file Form 1295 with the Texas Ethics Commission. 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 following Requisition No.: 00290572. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office by the deadline stated below.

In order to maintain the schedule for issuance of a Purchase Order, the signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to: moies.salazar@co.hidalgo.tx.us on or before February 4th, 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/ms
Enclosures

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

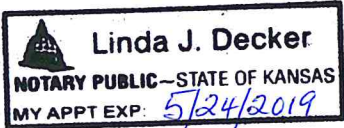
1 of 1

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																																														
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. CivicPlus Manhattan, KS United States	Certificate Number: 2016-11112																																														
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. Hidalgo County	Date Filed: 02/09/2016																																														
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 goods or services to be provided under the contract. 00290572 Website Development & Hosting, Mobile App development, etc.																																															
4 <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:35%;">Name of Interested Party</th> <th rowspan="2" style="width:35%;">City, State, Country (place of business)</th> <th colspan="2" style="width:30%;">Nature of interest (check applicable)</th> </tr> <tr> <th style="width:15%;">Controlling</th> <th style="width:15%;">Intermediary</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)		Controlling	Intermediary																																								
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5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Tim Grant, this the 9th day of February 2016, to certify which, witness my hand and seal of office.

 Signature of officer administering oath

Notary Public

 Printed name of officer administering oath
 Title ya

LINDA J Decker

 Title of officer administering oath
 Name ya

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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**OFFICE USE ONLY
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 Manhattan, KS United States

Certificate Number:
 2016-11112

Date Filed:
 02/09/2016

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 Hidalgo County

Date Acknowledged:
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Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

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