



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

March 18, 2016

Honorable David D. Peden

Porter Hedges LLP.

Bidder's name

1000 Main Street, 36th Floor

Address

Houston

City

Texas, 77002-6341

State, Zip Code

Re: **Letter of Engagement**

HIDALGO COUNTY

"Legal Services for Construction of New Courthouse"

Honorable David D. Peden:

In order to process the letter of engagement, 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 proceed with necessary process, 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, please reflect "Letter of Engagement for Legal Services of Construction of New Courthouse". 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 maintain the schedule for presentation to Commissioners Court **March 22, 2016**, the signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to: evangelina.garcia@co.hidalgo.tx.us on or before 12:00 noon, Monday, March 21, 2016. Hidalgo County cannot engage into a letter of engagement until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed, and notarized may result in delay of Commissioners Court approval.

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

Sincerely,

Martha L. Salazar

Martha L. Salazar, CPPB

Hidalgo County Purchasing Agent

MLS/vyg

Enclosures