



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

February 23, 2016

Caso Document Management

Bidder's name

3453 IH35-N Ste 215

Address

San Antonio, TX 78219

City, State, Zip Code

Re: Bid No: Req#²⁹³⁸⁹⁹~~29389~~ – 2016 Caso Document Management: Annual Software Maintenance Agreement
COUNTY OF HIDALGO – Tax Office

Dear Vendor:

In order to process the above referenced Agreement, the County is required, as of January 1, 2016, to comply with the 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 agreement, you must complete Form 1295 and file it with the Texas Ethics Commission. You can find the 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 No.: Req#293899. Once completed and filed with the Texas Ethics Commission; Form 1295 must be printed and signed in the presence of a notary and once notarized, submit the Form 1295 to our office via e-mail to: rudy.salinas1@co.hidalgo.tx.us & liza.lopez@co.hidalgo.tx.us or by fax at (956) 292-7612 on or before, Tuesday – March 01, 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 the issuance of a Purchase Order.

Hidalgo County Purchasing Department welcomes and appreciates your continued business.

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/rs

Enclosures