



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

November 10, 2016

Attn: Mr. Jimmy Dyer, Director, Sales
TRISTAR Risk Management
100 Oceangate, Suite 700
Long Beach, CA 90802

via email: jimmy.dyer@tristargroup.com

Re: **HB Form 1295 Required**
Re RFP No: 2016-193-08-10-YSS
Quality Claims Administrator Services for Workers' Compensation

Dear Mr. Dyer:

Be advised, that in order to proceed with any contract, 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.

Thus, in order for County staff to process the above referenced award; 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 **Contract No. C-16-193 Quality Claims Administrator Services for Workers' Compensation**. 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.

Additionally, we are requesting your company provide a current certificate of insurance as required through Hidalgo County's Request for Bid, see attached Exhibit C detailing requirements.

These must be received in our office completed via email to: yvette.salinas@co.hidalgo.tx.us **by no later than Wednesday, November 16, 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.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the contract process. 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/yss