



2802 S. Bus. Hwy 281  
Edinburg, Texas 78539  
Phone: (956) 318-2626  
Fax: (956) 318-2629  
www.co.hidalgo.tx.us/purchasing

August 27, 2019

Pre-Paid Legal Services Inc. dba/ Legal Shield  
Bidder's name

email: chiefdsb@swbell.net

Attn: Doyle S. Brown

One Pre Paid Way

Address

Ada, OK 74820

City, State, Zip Code

**Re: HB Form 1295 Required/Renewal/Extension Notice**  
**Contract/Renewal# C-17-064-09-19-Hidalgo County – "Pre-Paid Legal Services, Inc. dba/Legal Shield"**

Dear Mr. Brown,

Be advised, that in order to proceed with the County's option to extend/renew its first (1<sup>st</sup>) of two (2) one (1) year option, under the same rates, terms and conditions as provided in the current contract with **Pre-Paid Legal Services, INC., dba/ Legal Shield.**, for the referenced project, 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 extension/renewal; 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](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

In box 3 of **Form 1295**, provide **Reference No. E-19-165** Once completed and filed, *"unsworn declaration"* Form 1295 must be printed, signed and submitted to our office by the deadline stated below.

In order to proceed with approval of **Renewal/Extension** for referenced project by **Commissioners Court on September 03, 2019**, the signed notarized **"HB Form 1295"** and **"Extension Notice"** must be received in our office completed **by no later than Friday, August 30, 2019 or sooner if possible**. 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.

In, addition, please include your **"Updated Certificate of Insurance"** with acknowledgment of receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, via email: [volanda.velasquez@co.hidalgo.tx.us](mailto:volanda.velasquez@co.hidalgo.tx.us) by no later than date reflected above.

By: Kevin Norris

Date: 8/29/19

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/yzv  
Enclosures