



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

December 08, 2021

Syntax Ware
P.O. Box 5850
McAllen Texas 78501

Via email: Charles.graham@syntaxware.com
TERM: 01/01/2022 - 12/31/2022

Re: EXTENSION/RENEWAL & 1295 FORM NOTICE

Original Contract# (C-20-405-10-27) – “Support and Service of all Existing Hidalgo County In-House Applications and Development Needs including but not limited to the following: TAAP, Invoice Tracker, Sanitation System, Payroll Reports and any Additional Systems”.

Dear Mr. Graham

Be advised, that County has chosen the option to exercise the **renewal for the additional one (1) year period. (under the same rates, terms and conditions)**, with **Syntax Ware**, for the referenced project. However, in order to proceed with approval of the extension, 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

In box 3 of **Form 1295**, provide **Renewal/Extension No. E-21-177**.

In order to proceed with approval of **Renewal/Extension** for referenced project by **Commissioners Court**, the signed **“HB Form 1295”** and **“Extension Notice”** must be received in our office completed via fax to (956) 292-7612 or via email to: tanya.delira@co.hidalgo.tx.us **by no later than Friday, December 10, 2021 or sooner if possible**. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed, 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: tanya.delira@co.hidalgo.tx.us by no later than date reflected above.

By:  Date: 12/19/2021
Mr. Graham

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 at (956)318-2626.

Sincerely,

Tanya De Lira, Contract Specialist II
Hidalgo County Purchasing