Richardson Independent School District
Purchasing Department

Certificate of Interested Parties, Form 1295

Richardson Independent School District ("RISD" or "District") is subject to Texas Government Code §2252.908 (House Bill 1295), which requires certain vendors to disclose interested parties prior to the execution of a contract.

Applicability

A Certificate of Interested Parties (Texas Ethics Commission Form 1295) is required only if the resulting contract meets one or more of the following conditions:

- Requires an action or vote by the RISD Board of Trustees prior to execution;
- Has a value of $1,000,000 or more; or
- Is a contract for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code.

Form 1295 is not required for contracts that are exempt under Texas Government Code §2252.908(c).

Vendor Requirements

When Form 1295 is required, the selected vendor shall:

1. Complete Form 1295 electronically using the Texas Ethics Commission's online filing application;
2. Print the completed form, which will include a unique Certification of Filing Number assigned by the Texas Ethics Commission;
3. Sign the printed form using the required unsworn declaration by an authorized representative of the business entity; and
4. Submit the completed and signed Form 1295 to RISD at the time the signed contract is submitted to the District.

RISD will not execute a contract subject to Section 2252.908 unless the required Form 1295 has been properly completed and received.

Definitions

- **Business Entity** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.
- **Interested Party** means a person who (a) has a controlling interest in a business entity with whom RISD contracts, or (b) actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

District Acknowledgment

After the contract is executed and becomes binding, RISD will acknowledge receipt of the Form 1295 electronically with the Texas Ethics Commission in accordance with statutory requirements.

Filing Information

Vendors may access the Form 1295 filing application, instructions, and FAQs at the Texas Ethics Commission website:
https://www.ethics.state.tx.us/filinginfo/1295/