

Hitchcock Independent School District – Purchasing Department

Notice to Vendors: Conflict of Interest Questionnaire Required by Chapter 176 of the Texas Local Government Code

Effective January 1, 2006, any person or entity who contracts or seeks to contract with Hitchcock Independent School District for the sale or purchase of property, goods, or services (as well as agents of such persons) (hereafter referred to as Vendors) are required to file a Conflict of Interest Questionnaire with the District. Each covered person or entity who contracts with HISD is responsible for complying with any applicable disclosure requirements. HISD has posted the Conflict of Interest Questionnaire on its website @ www.hitchcockisd.org (link State and TEA required District Postings).

The Conflict of Interest Questionnaire must be filed:

- By any Vendor who contracts or seeks to contract for the sale or purchase of property, goods or services with the school district.
- By Vendor not later than the seventh business day after the date that the Vendor begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, or other writing related to a potential agreement with the entity.
- The Vendor also shall file an updated questionnaire not later than September 1 of each year in which a covered transaction is pending, *and* the seventh business day after the date of an event would make a statement in the questionnaire incomplete or inaccurate.

Note: A Vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of each year.

The Conflict of Interest Questionnaire may also be downloaded from the Texas Ethics Commission's website at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm .

Completed forms should be sent to:

Hitchcock Independent School District
Attn: Selma Turner, Purchasing Department
7801 Neville Road, Building B
Hitchcock, TX 77563

The Local Government Officers of the Hitchcock Independent School District are:

Board of Trustees: Chad Allen, President
Ted Robinson, Vice-President
Tom Ivey, Secretary
Tony Combs, Member
Michelle Cantrell, Member
Edward Wilson, Member
Shirley Price, Member

Superintendent: Travis W. Edwards

Failure to return the attached Questionnaire and thereafter to update the Questionnaire as required by Chapter 176 of the Texas Local Government Code will result in the Vendor's removal from HISD's vendor list.