

**CITY OF MISSION  
SOLICITATION, OFFER AND AWARD FORM**

**SOLICITATION INFORMATION  
REQUEST FOR PROPOSALS (RFP)**

**1. PROPOSAL NO.:** 17-274-08-18  
**2. ISSUE DATE:** August 04, 2017  
**3. FOR INFORMATION CONTACT:** (No collect calls)  
**NAME:** Crissy Cantu, Purchasing Buyer  
**TELEPHONE:** (956) 580-8667 **FAX:** (956) 580-8798  
**E-MAIL:** [ccantu@missiontexas.us](mailto:ccantu@missiontexas.us)

**4. BRIEF DESCRIPTION:**  
  

**Bank Depository**

**5. PRE-PROPOSAL CONFERENCE:**  
*(Strongly Recommended)*  
  

\*\*\*\* **There WILL NOT be a conference.** \*\*\*\*

**6. ADVERTISING DATES:**  
 1<sup>st</sup> Week of Advertisement Date: \_\_08\_\_/\_04\_\_/\_17\_\_  
 2<sup>nd</sup> Week of Advertisement Date: \_\_08\_\_/\_11\_\_/\_17\_\_

**7. SUBMIT OFFER TO:**  
  
Mailing/Hand/Commercial Courier Delivery  
  
**City of Mission  
 Purchasing Department**  
 1201 E. 8<sup>th</sup> Street R101  
 Mission, TX 78572  
 Proposal # 17-274-08-18

**8. OFFER SUBMISSION DUE DATE AND TIME:**  
  
**DATE:** August 18, 2017  
**TIME:** 2:00 PM CST

**9. No Facsimiles or late arrivals will be accepted.** Any proposals received after offer submission due date and time will not be opened and will be returned. City of Mission Purchasing Department time stamp clock will be the governing time for acceptability of bids. Overnight mail must also be properly labeled on the outside of the express envelope or package in reference to RFP.

**10. SUBMIT WITH OFFER:** Original offer and 5 photocopies including documents and attachments so indicated on Page 2 of this form.

**11.** Offers submitted in response to an RFB will be opened publicly by The City of Mission Purchasing Department, immediately after the submission due date and time. Offers submitted in response to an RFP will NOT be publicly opened.

**12. FIRM OFFER PERIOD:** Offers submitted shall remain firm for a period of 60 calendar days from the final due date for proposals.

**13. NOTE:** For Invitation for Bids, "offer" and "offeror" mean "bid" and "bidder".

**OFFER**  
(To be completed by Offeror)

**14.** In compliance with the above, the undersigned agrees, if this offer is accepted within the period specified in Block 12, above, to furnish any or all items, or provide the service(s), upon which prices are offered in the Schedule at the price set opposite each item or service, and to deliver the item(s) and or perform the service(s) at the designated location(s) within the time specified.

**15. PROPOSERS NAME, ADDRESS:** (Type or Print)  
  
  
  
  
  
**TELEPHONE:**                      **E-MAIL:**  
**CELL PHONE:**                      **FAX:**

**16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN THE OFFER:** (Type or Print)

**17. PROPOSERS SIGNATURE & DATE:**

**AWARD**  
(To be completed by City of Mission)

**18. TOTAL AMOUNT OF AWARD:**

**19. PURCHASING DIRECTOR SIGNATURE & DATE OF AWARD:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## SOLICITATION INDEX

**20. CONTENTS: (DOCUMENTS WITH A YES ARE TO BE SUBMITTED WITH OFFER)**

	NAME	FORM DESCRIPTION	SUBMIT WITH OFFER?
●	Cover Sheet	Solicitation, Offer and Award Form (Complete in its entirety to include Sign and Date)	YES
●	Instructions to Bidders	General Terms & Conditions	YES
		Delivery Terms	YES
		Insurance Certificate	NO
●	Specifications / Scope of Service	Description of Bank Depository	YES
●	Non-Collusive Bidding Certificate	Vendor Acknowledgement Form	YES
●	Pricing Schedule	Signed and Completed	YES
●	Addenda Checklist	Confirmation Receipt of Addendum(s)	YES
●	Proposers General Questionnaire	General Questions (Supporting Documentations)	YES
●	CIQ Questionnaire	Conflict of Interest Questionnaire	YES

<b>21. ACKNOWLEDGMENT OF ADDENDUMS:</b>	ADDENDUMS #	DATE	ADDENDUMS #	DATE
Offeror acknowledges receipt of the following addendum(s) to the solicitation:				
(Identify addendum number and date of each.)				

**\*\*\*Firm name and authorized signature must appear on each page that calls for this information. Failure to do so may disqualify your Proposal \*\*\***

**NOTICE TO FINANCIAL INSTITUTIONS  
PROPOSAL FOR DEPOSITORY CONTRACT  
RFP No. 17-274-08-18**

Notice is hereby given that the City Council of City of Mission, Texas, subject to the provisions of Chapter 105 Local Government Code, will receive sealed proposals from all interested institutions to serve as the depository of the City of Mission and maintain custody of selected funds for the period of December 1, 2017 through November 30, 2021. The City reserves the right to add participating institutions as conditions dictate when local investments are not competitive during the term of this contract.

Depository Proposal forms will be available at the office of the City of Mission Purchasing Department, 1201 E 8th, Mission, Texas 78572. All forms and other information pertinent to submission of a Depository Proposal will be available at the above address.

Sealed proposals shall be submitted by **August 18, 2017 at 2:00 p.m. CST** to the Office of Purchasing Department Attn: Eduardo Belmarez, Purchasing Director, 1201 E. 8th, Mission, Texas 78572. Envelopes are to be clearly marked **Depository Proposal RFP No. 17-274-08-18 due August 18, 2017.**

Solicitations and Addendums will be posted to the City of Mission Website at <http://www.missiontexas.us/bid-opportunities-2/> in the bid opportunities section or may be picked up at the Purchasing Department.

City of Mission

[ccantu@missiontexas.us](mailto:ccantu@missiontexas.us)

(956)580-8667

CITY OF MISSION  
DEPOSITORY PROPOSAL  
STATE OF TEXAS  
COUNTY OF HIDALGO

**I. INTRODUCTION**

The CITY OF MISSION (the “City”) is requesting proposals for banking services contract to be awarded August 18, 2017 with services to begin December 1, 2017 and extend through November 30, 2021.

Through this contract the City intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all banks’ required qualifications, the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the contract award provisions.

**II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS:**

**A. MINIMUM QUALIFICATIONS**

1. To assure a close working relationship, to facilitate available services, and to support local business, the City may give priority to those banks within the City limits.
2. The bank must also maintain a full-service branch with drive up and night depository capabilities.
3. Bank must be a banking corporation incorporated under the laws of the State of Texas.
4. By submitting a proposal in response to this RFP, depositories will be deemed to agree to the mandatory contract and service provisions contained herein. The proposal submitted will be incorporated into and form the basis of the bank depository services contract.

**B. PROPOSAL SUBMISSION INSTRUCTIONS**

1. **Proposal Format** – In order to fully and equitably evaluate each bank’s ability to meet the banking services needs of the City, a standard reply format is required. Each submission must include a proposal to each item in the RFP in the order given. Only proposals submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award. The proposal must be signed by a duly authorized official of the bank.
2. **Submission Requirements** – Three (3) hard copies of the proposal and one (1) hard copy or CD of the Required Financial Institution Information must be submitted in a sealed envelope and clearly marked “Depository Proposal Due August 11, 2017” addressed and delivered to:

Eduardo Belmarez  
Purchasing Director  
City of Mission  
1201 E 8<sup>th</sup> Street  
Mission, Texas 78572

**Proposals must be received by 2:00 P.M. on Friday August 18, 2017 at the address above. Facsimile or electronic submissions will not be accepted.**

3. **RFP Questions** – Any questions regarding this RFP or the service requested will be accepted via email to [ccantu@missiontexas.us](mailto:ccantu@missiontexas.us). All questions must be submitted no later than 5:00 p.m. Thursday, August 10<sup>th</sup>, 2017. Responses to all material questions will be communicated to all prospective bidders.
4. **Request for Proposal Amendments** – Modifications or additions may be made as a result of questions submitted. Written notifications of any change will be made in writing to all known prospective bidders.
5. **Selection Criteria** – The following criteria will be used by the City as the weighting basis for evaluation of the proposal and the award recommendation.
  - 40% - for ability to provide services required
  - 40% - for banking services costs and earning potential to the City
  - 5% - for the experience and continuity of bank and bank officials
  - 15% - for creditworthiness of the bank
6. **City Rights** - CITY reserves the right to accept or reject any or all proposals, to accept the proposal it considers most advantageous to the CITY, and at its discretion to waive any defect or informality in the proposal.
7. **Award of Contract** – The contract is to be awarded by City Council at a later date.
8. **Proprietary Information** – To the extent permitted by law, proposals will be opened in a manner that avoids disclosure of the contents until after award of the contract. Proprietary information contained in the proposal should be so designated on each page containing the restricted information.
9. **Fees and Charges** – The City requests the proposal be presented on both a fee and compensating balance basis and requires the ability to switch between the two on 30 days written notice. All fees which may be charged under the contract must be listed on Attachment A.

All item and account charges will remain at the proposal price quoted for the duration of the four years of the contract period regardless of changes in service volumes during the period. Should new services be required during the contract period not contemplated by the RFP, those services will be provided at no more than the bank's then current published rate.

### III. REQUIRED FINANCIAL INSTITUTION INFORMATION

All Banks must provide as part of the proposal in hard copy or electronic format:

- Audited financial statements for the most recent fiscal year and include the management letter and responses to any findings.
- A copy of the current call report,
- A statement by the bank which addresses any recent or foreseen mergers or acquisition.
- A statement by the bank which addresses whether the bank has been cited for violation of any state or federal banking laws in the past two years.
- The names and qualifications (resumes) of the representatives who will be responsible for processing activity on the City's accounts.
- List of references from at least three of the bank's current, comparable governmental clients. Include a contact person, their title, and telephone number.

### IV. REQUIRED BANKING SERVICES

See Attachment A for a list of the services to be provided to the City under the contract. Provide a specific price for each service as requested in Section II-B #9 above.

- A. **Account Structure** – the City's current bank account structure
- One Consolidated Bank Account for all accounts payables
  - One Payroll Bank Account- more than 90% of the employees have direct deposit
  - One Health Insurance Account – issue checks related to health insurance administration
  - CDBG Account- issue checks for various housing projects
  - MEDC Account – issue checks for component unit
  - MEDC Non-profit Account – issue checks for nonprofit activities
  - Various debt service accounts
  - Various money market accounts
- B. **Wire Transfer Services** – See Attachment B for number of wire transfers incoming and outgoing per month for the City. A standard wire transfer agreement will be executed with the bank. The City requires adequate security provisions and procedures. If the wire transfers requests are available on line, full information should be submitted detailing the use. Include a copy of your standard transfer procedures and wire transfer agreement with your proposal.
- C. **Standard Deposit Services** – Standard commercial deposit services are required for all accounts. The City sends several deposits by courier on a daily basis and also walks in smaller deposits when deemed necessary. Deposits are batched with tapes attached by cashier. The City currently does not encode checks. All deposits received by the bank's established deadline must be processed same day.
- Include deposit requirements and commercial deposit locations, including night deposit services and procedures.
- D. **On-line Banking Services** - The bank shall offer internet access for inquiry of all City account balances. On-line services should include:

1. The availability to make bank transfers between City accounts
2. Downloading bank statements
3. Printing daily balances
4. Viewing daily balances for all accounts (individually or as a whole)
5. Establish security access for various users
6. Establish controls and limits for various users
7. Making wire transfers
8. ACH transfers
9. Adding new accounts as needed
10. Placing stop-payments
11. Availability to view up to 12 months of statements
12. Bank transfers should be credited or debited on the same business day of the transfer
13. Availability to view Agenda Records on-line.
14. Availability to view stored images (checks, deposits, credit/debit memos etc.)

E. **Standard Disbursing Services** – Only those accounts that will be designated as checking accounts will require that all checks be paid upon presentation. All City checks have a 90 day redeem period. The City does not place a stop-payment after the 90 days.

1. Provide Bank's policy on Bank's liability or City's liability in reference to checks presented for cashing after the 90 day period.
2. Checks drawn on City accounts at your institution, presented by a City of Mission employee, will be cashed at **NO** charge to the employee.
3. If the bank offers **Positive Pay Service**, please provide technical (format) requirements to the City and procedures to implement this service. Also provide a copy of the Positive Pay Agreement.

F. **Direct Deposit** – The City requires that new employees sign up for payroll direct deposit. Approximately 90% of the employees currently have direct deposit. The City pays every other Friday. Provide the bank's deadlines and ACH requirements in-order for employees to have their funds available to them by Friday morning 8:00 a.m. or earlier.

G. **Pay Cards** – For those employees who for whatever reason don't have a bank account, the City would like to provide a bank pay card. Provide information if the bank has the ability to provide pay cards services.

H. **Reconciliation** – The following accounts may be reconciled by the bank. Include deadlines and requirements, include file format requirements.

General Claims Consolidated Bank Account  
Payroll Bank Account

- I. **Investment of Idle Funds and Safekeeping of City Securities** – All certificates of deposit bought by the City will be bought on a competitive basis. The City has no obligation to invest its funds with or through the bank.
1. In order to maximize the earnings on City Funds, the City is requesting that the bank be responsible for automatically sweeping the balances in all the accounts daily to an investment option (money market funds, repo, etc.). Describe the sweep options and if a money market fund or a repurchase is used, provide the necessary agreements.
  2. All Securities must be handled on a delivery versus payment (DVP) basis as they are cleared into and out of the accounts. All clearing and safekeeping will be in the bank or its correspondent. All correspondent and safekeeping agreements must be stipulated in the proposal.
  3. Securities purchased from the bank or the bank's brokerage subsidiary shall be safe-kept in the trust department of the depository or in an independent safe-keeping institution outside the holding company of the depository.
- J. **Collateralization of Deposits** – All funds over the FDIC limits, or not swept, shall be collateralized and the following conditions met:
1. The Bank must agree to obtain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit.
  2. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company.
  3. The bank will execute a tri-party safekeeping institution outside the bank's holding company.
  4. The bank will execute a tri-party safekeeping agreement with the City and the Safekeeping bank for safekeeping of these securities.
  5. Collateral will be maintained at a minimum of **102%** and marked to market at least once a month. Control will be shared jointly between the bank and the City.
  6. Substitution will be approved by the City and not unduly withheld.
  7. Substitution of collateral will be requested in writing and new collateral will be received before the existing collateral is released.
  8. The proposal will name the safekeeping bank for collateral.
  9. Collateral reports identifying all securities pledged towards City funds must be provided to the City on a monthly basis.
- K. **Reporting and Account Analysis** – Monthly account analysis reports must be provided by the bank on a timely basis for each account and on a total account basis. State the ability of the bank to provide reports on-line.
- L. **Monthly Statements** - The monthly statements are to be made available on-line for downloading within 5 business days after the closing of the month.



M. **Insufficient Funds (NSF)/Returned Items** – All return checks are to be automatically re-deposited for payment.

N. **Account Executive** – An account executive and a backup must be assigned to the City's account to coordinate the account services and expedite the solution of any problem. Stipulate the name and a brief biography of the account executive and the backup to be assigned to the City's account.

## V. OTHER SERVICES

The City may desire to participate in other services at a future date. These services (lockbox, merchant card, purchasing card) will be negotiated as part of a separate contract.

## VI. BANK COMPENSATION

The City will consider payment for services on both a **fee and compensating basis**. A decision will be made after analysis of the costs and earnings potential of proposals. The City must be able to switch between payment methodologies with thirty day written notice to the bank during the contract period.

Regardless of the methodology, a monthly account analysis will be required.

**If fees** are used, fees will be paid as a debit to the designated account or accounts after a five business day period for City review of the account analysis and subsequent approval each month. If used with a sweep to a money market fund, funds will be swept to zero.

**If a compensating balance** is used, the bank will calculate and monitor the target balance and assure that all other funds are fully invested with interest accruing to the City.

1. If a sweep to a SEC money market fund is used, daily funds will be swept to the target compensating balance.
2. If interest bearing accounts and no sweep is used, only the target compensating balance will be applied by the bank for earnings credit rate (ECR) calculation. All other funds will earn in the interest-bearing accounts at their rate.

The depository agreement shall be subject to the Charter of the CITY OF MISSION and its Investment Policy, as applicable, the statutes of the State of Texas, and of the United States of America, the rules, and regulations promulgated by the Comptroller of the Currency of the United States of America, the Board of Governors of the Federal Reserve System, and the Board of Directors of the Federal Reserve Insurance Corporation as now in existence or as may be amended.

The depository agreement shall be binding on the Depository Bank's heirs, assignees, transferors, and successors upon the Depository Bank's merger or acquisition.

This depository proposal will be incorporated into the depository contract by the reference hereto as if written verbatim and in case of conflict, the provisions of this depository proposal shall control.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Signature \_\_\_\_\_

Title: \_\_\_\_\_

## ATTACHMENT A - BANKING SERVICE CHARGES

Any and all anticipated service charges must be shown on this form to be applicable under agreement. Add additional lines as required.

Service Unit	Unit Charge	Cost of Service
Account Maintenance	Per Month	
Checks Paid or Debits	Per Transaction	
Deposit Credits	Per Transaction	
ACH Debits	Per Transaction	
ACH Credits	Per Transaction	
Deposits		
Branch Cash Deposit	Per Deposit	
Returned Deposit Items	Per Item	
Deposits	Per Item	
Change Order	Per Transaction	
Deposit Correction	Per Transaction	
NSF Item	Per Item	
Domestic Wires		
Incoming Wire Transfer	Per Transaction	
Outgoing Wire Transfer	Per Transaction	
ACH Return Reports	Per report	
ACH Maintenance	Per month	
ACH Debits	Per Item	
ACH Return Item - Debit	Per Item	
ACH Prenotes	Per Item	
ACH Input Fee	Per Input File	
ACH Credits	Per Item	
ACH Return item - Credit	Per Item	
Adenda Record	Per Item	
Automated Stop Payment	Per Item	
Reporting Maintenance	Per Month	
Wire Transfer Maintenance	Per Month	
Statements	Per Month	
Account to Account Transfer	Per Transfer	
Online Image Storing	Per Item	
Online Image Retrieval	Per Item	
Online Image Maintenance	Per Month	
Payroll PayCard Program		
PayCard Maintenance	Per Month	
PayCard Card Issue	Per Card	
Reconciliation	Per Month	
Security Token for Online Access	Per Token	
Canvas Bank Bags W/Key	Per Item	
Disposable Deposit Bags	Per Item	
Checks	Per Order	
Deposit Slips	Per Order	

**EXHIBIT B  
GENERAL INFORMATION**

<u>Service</u>	<u>Est. Volume Per Month</u>
1. Deposits	300
2. Checks Cleared	600
3. Incoming Wire Transfer (all domestic)	As Needed
4. Outgoing Wire Transfer (all domestic)	As needed
5. Return Items	30
6. Stop Payments	1
7. ACH for Payroll and Utilities Incoming	2-3 files per month
8. ACH for Payroll and Utilities Outgoing	3 files per month
9. Number of Current Checking Accounts	16 will open additional as needed
10. Number of Current Money Market Accounts	0
11. Cash Pool account	1
12. Number of Employees	667
13. Number of Teller Transactions	Will vary-major traffic on payday
14. Change orders	Various times during the month

**GENERAL BUSINESS QUESTIONNAIRE**  
**(SUPPLIES, SERVICES AND CONSTRUCTION)**

This questionnaire, the requested list of references and the authorization to release financial information are used in part to assist in determining a potential contractor's responsibility. Offerors shall submit the General Business Questionnaire information within two (2) work days from the date of notification by the City, or with the offer, if so indicated in the Table of Contents page 2 of the Solicitation, Offer and Award Form. All information must be current and traceable. Each venturer of a joint venture must submit a separate signed form.

City of Mission reserves the right to make additional inquiries based on information submitted, or the lack thereof. Questions concerning this questionnaire or the authorization form should be directed to the contact person identified on the Solicitation, Offer and Award Form. In cases where a question does not apply or if unable to respond, offeror should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Offeror will explain the reason when responding N/A or N/R.

1. Name of Offeror ("Business"): \_\_\_\_\_
  
2. List name(s) and business address of officers and directors for corporations, partners for partnerships, and venturers for joint ventures (attach additional pages as necessary).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Number of years in business under present business name: \_\_\_\_\_
  
4. If applicable, list all other names under which the Business identified above operated in the last 5 years.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Annual Gross Revenue (Past year): (M represents millions, K represents thousands)  
\$100K or less    \$100K-\$500K    \$500K-\$1M    \$1M-\$5M    \$5M-\$10M  
\$10M-\$16M    \$16M or Over
  
6. Will bidder/proposer provide a copy of its financial statements for the past two (2) years, if requested by City of Mission? Yes No
  
7. Number of current employees: \_\_\_\_\_
  
8. Has the Business, or any officer or partner thereof, failed to complete a contract? Yes No
  
9. Is any litigation pending against the Business? Yes No
  
10. Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, offeror needs to explain the expected impact, both in organizational and directional terms. Yes No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Has the Business ever been declared "not responsible" for the purpose of any governmental agency contract award? Yes No
12. Has the Business been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting? Yes No
13. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? Yes No
14. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? Yes No
15. Is the Business in arrears on any contract or debt? Yes No
16. Has the Business been a defaulter, as a principal, surety, or otherwise? Yes No
17. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? Yes No
18. Does offeror have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Bidder will provide a copy of the plan. Yes No
19. Does offeror have quality assurance program? If yes, offeror will describe its quality assurance program, its quality requirements, and how they are measured. Yes No
20. If a "yes" response is given under questions 9 through 19, please provide a detailed explanation including dates, reference to contract information, contacts, etc. (attach additional pages as necessary).

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I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in this questionnaire is true and correct. I understand that any false statements or misrepresentations regarding the Business named above may result in: 1) termination of any or all contracts which City of Mission has or may have with the Business; 2) disqualification of the Business from consideration for contracts; 3) removal of the Business from City of Mission's vendors' list; or/and 4) legal action(s) applicable under federal, state, or local law.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner, CEO, President, Majority Stockholder or Designated Representative)

## LIST OF REFERENCES FOR SIMILAR PROJECTS

Use additional pages as necessary.

1. Project:  
Date of Completion (if applicable):  
Contact Person:  
Company Name:  
Address:  
Telephone Number:  
Fax Number:  
E-mail Address:
  
2. Project:  
Date of Completion (if applicable):  
Contact Person:  
Company Name:  
Address:  
Telephone Number:  
Fax Number:  
E-mail Address:
  
3. Project:  
Date of Completion (if applicable):  
Contact Person:  
Company Name:  
Address:  
Telephone Number:  
Fax Number:  
E-mail Address:
  
4. Project:  
Date of Completion (if applicable):  
Contact Person:  
Company Name:  
Address:  
Telephone Number:  
Fax Number:  
E-mail Address:

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.  
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of person who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3 Name of local government officer with whom filer has employment or business relationship.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date