

NOTICE TO VENDORS AND INSTRUCTIONS FOR CONFLICT OF INTEREST QUESTIONNAIRE

H.B. 914, passed during the 2005 Texas legislative session, became effective on January 1, 2006. The bill enacts Local Government Code Chapter 176. That bill requires a vendor that wishes to conduct business or be considered for business with a city to file a “conflict of interest questionnaire.” The Texas Ethics Commission (TEC) created the conflict of interest questionnaire (FORM CIQ).

Section 176.006 requires disclosure of a person’s “affiliations or business relationships that might cause a conflict of interest.” The term “affiliation” is not defined in Chap. 176. However, the general definition of the word “affiliation” would mean any association or connection. So any affiliation, including such things as friendship, membership in some group or organization, residence in the same neighborhood, relationship by blood or marriage, or any other connection, must be disclosed.

How to fill out the Conflict of Interest Questionnaire form:

Each number below corresponds with the number on FORM CIQ:

1. Fill in the full name of the person (you) who is trying to do business with the City. If the business is a corporation, partnership, etc., then each person who acts as an agent for the business in dealings with the City of Waco must complete this form.
2. Check box if the form is an update to a form previously completed. Updates are required by law by September 1 of each year in which the person submits a proposal, bid or response to the City of Waco or begins contract discussions or negotiations with the City. Updates are also required by the 7th business day after an event that makes a statement in a previously filed questionnaire incomplete or inaccurate.
3. Describe how you are affiliated or related to a City employee or contractor with the City of Waco (such as an engineering or architectural firm) who makes recommendations to the City on expenditures of money. **If no affiliation or business relationship exists, state “None”.**
4. Describe how you are affiliated or related to a local government officer (members of the City Council or City Manager). **If no affiliation or business relationship exists, state “None”.**
5. Complete this Section by listing name for each local government officer (member of City Council or City Manager) with whom there is an affiliation to or business relationship and you checked the “Yes” box in Section 5 A, B, or C.
6. Describe any other affiliation or business relationship that might cause a conflict.
7. **Signature box. Date and sign the form. A signature is required from the person completing the form even if “None” entered in boxes 3, 4, & 6.**