

State Agency Uniform Nepotism Disclosure Form

Pursuant to [Texas Government Code, Sec. 2262.004](#), purchasing personnel of a state agency must disclose information regarding certain relationships with, and direct or indirect pecuniary interests in, any party to a major contract with the state agency prior to the award of a major contract. Specifically, the statute requires, --

Before a state agency may award a major contract for the purchase of goods or services to a business entity, each of the state agency's purchasing personnel working on the contract must disclose in writing to the administrative head of the state agency any relationship the purchasing personnel is aware about that the employee has with an employee, a partner, a major stockholder, a paid consultant with a contract with the business entity the value of which exceeds \$25,000, or other owner of the business entity that is within a degree described by [Section 573.002](#).

"Purchasing personnel" means an employee of a state agency who makes decisions on behalf of the state agency or recommendations regarding: (A) contract terms or conditions on a major contract; (B) who is to be awarded a major contract; (C) preparation of a solicitation for a major contract or (D) evaluation of a bid or proposal. [Texas Government Code, Sec. 2262.004\(a\)\(2\)](#).

"Major contract" means a contract that has a value of at least \$1 million. [Texas Government Code, Sec. 2262.001\(4\)](#).

INSTRUCTIONS:

1. The disclosure form must be submitted by purchasing personnel prior to the award of any major contract.
2. This form must be submitted even if you answer "no" to questions 1 and 2 in part 2.
3. A copy of this form should be submitted to the administrative head of the state agency. Do not submit this form to the State Auditor's Office.
4. A new or amended form must be promptly filed with the administrative head of the agency whenever there is new information to report under [Texas Government Code, Section 2262.004](#).

Part 1: CONTRACT INFORMATION

Name of state agency _____

Contract # or Procurement # _____

Name of business entity
being considered for award
of major contract _____

Business address _____

City _____ State _____ ZIP _____ Phone _____

PART 2: PURCHASING PERSONNEL DISCLOSURES

Printed Name _____

Job Title _____

1. Do you directly or indirectly own or control more than a 10 percent interest or pecuniary interest with a value exceeding \$25,000 in a business entity that is under consideration for an award of a major contract with your agency? No Yes
- If yes, please explain in detail the nature of such relationships. (Attach additional sheets as needed.)

2. Do you have a relationship with an employee, a partner, a major stockholder, a paid consultant with a contract of at least \$25,000 with the business entity under consideration for an award of a major contract, or other owner of the business entity that is related within a degree described by [Government Code, Section 573.002](#)? No Yes
- If yes, please explain in detail the nature of such relationships. (Attach additional sheets as needed.)

I hereby attest that all information provided above in questions 1 and 2 are complete and accurate to the best of my knowledge. I acknowledge my responsibility to submit promptly a new or amended disclosure form to the administrative head of the agency if any of the above information changes.

Signature _____ Date _____

PART 2: PURCHASING PERSONNEL DISCLOSURES

Printed Name _____

Job Title _____

1. Do you directly or indirectly own or control more than a 10 percent interest or pecuniary interest with a value exceeding \$25,000 in a business entity that is under consideration for an award of a major contract with your agency? No Yes

If yes, please explain in detail the nature of such relationships. (Attach additional sheets as needed.)

2. Do you have a relationship with an employee, a partner, a major stockholder, a paid consultant with a contract of at least \$25,000 with the business entity under consideration for an award of a major contract, or other owner of the business entity that is related within a degree described by [Government Code, Section 573.002](#)? No Yes

If yes, please explain in detail the nature of such relationships. (Attach additional sheets as needed.)

I hereby attest that all information provided above in questions 1 and 2 are complete and accurate to the best of my knowledge. I acknowledge my responsibility to submit promptly a new or amended disclosure form to the administrative head of the agency if any of the above information changes.

Signature _____ Date _____

Printed Name _____

Job Title _____

1. Do you directly or indirectly own or control more than a 10 percent interest or pecuniary interest with a value exceeding \$25,000 in a business entity that is under consideration for an award of a major contract with your agency? No Yes

If yes, please explain in detail the nature of such relationships. (Attach additional sheets as needed.)

2. Do you have a relationship with an employee, a partner, a major stockholder, a paid consultant with a contract of at least \$25,000 with the business entity under consideration for an award of a major contract, or other owner of the business entity that is related within a degree described by [Government Code, Section 573.002](#)? No Yes

If yes, please explain in detail the nature of such relationships. (Attach additional sheets as needed.)

I hereby attest that all information provided above in questions 1 and 2 are complete and accurate to the best of my knowledge. I acknowledge my responsibility to submit promptly a new or amended disclosure form to the administrative head of the agency if any of the above information changes.

Signature _____ Date _____

Contract # or Procurement # _____

State Agency Uniform Nepotism Disclosure Form

PART 3: SIGNATURE AND DATE

I hereby acknowledge receipt of the State Agency Uniform Nepotism Disclosure Form signed by the purchasing personnel indicated above.

Administrative Head
of Agency Signature _____ Date _____

Printed Name _____