

County of Hunt

STATE OF TEXAS

PURCHASING DEPARTMENT
2507 Lee Street, Room 104
Greenville, Texas 75401



PHONE: (903) 408-4292
FAX: (903) 408-4242
thimes@huntcounty.net

RFP #264-25

REQUEST FOR PROPOSALS FOR JURY SYSTEM SOFTWARE FOR THE DISTRICT CLERK FOR HUNT COUNTY, TEXAS

PROPOSAL DUE DATE:

By 2:00 PM- Wednesday, September 17, 2025
Hunt Purchasing Agent's Office
2507 Lee Street, Room 104
Greenville, Texas 75401

RFP SCHEDULE SUMMARY

Monday, August 11, 2025	Release of RFP
Saturday, August 09, 2025 Saturday, August 16, 2025	Legal Advertising of RFP
Monday, September 08, 2025	Deadline for RFP Questions
Wednesday, September 17, 2025	RFP Submittal Due Date
Monday, September 29, 2025 – Friday, October 03, 2025	Software Demonstrations (if required)
Tuesday, October 14, 2025	Anticipated Recommendation to Court by Committee
Tuesday, October 14, 2025	Anticipated Award of RFP
Tuesday, October 14, 2025	Anticipated Court Approval of Contract

TABLE OF CONTENTS

Cover Page	Page 1
Table of Contents	Page 2
Notice of Intent	Page 3
Proposal Submission Instructions	Page 4
➤ Deadline to submit questions.	
Terms and Conditions	Pages 5-7
➤ Criminal background check requirements	
➤ Proposed Schedule	
Scope of Work	Pages 8-11
Proposal Submission Requirements	Pages 12
Evaluation Criteria and Process	Pages 13-14
RFP Forms Section	Pages 15-21
✓ Compliance with Federal and State Laws	
✓ RFP Signature Form	
✓ Conflict of Interest Information	
✓ Proposal Fee Form	
Advertisement	Page 22
Exhibit A: Standard Terms and Conditions	Pages 23-29

This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the RFP package. Respondents are responsible for reading this entire document and complying with all specifications.

HUNT COUNTY, TEXAS
REQUEST FOR PROPOSALS
NOTICE OF INTENT

Issue Date: Monday, August 11, 2025

Title: RFP# 264-25 - Purchase of Jury System Software for the District
Clerk – Hunt County, Texas

Issuing and Using Agency: Hunt County
Attn: Purchasing Department
Tammy Himes, Purchasing Agent
2507 Lee Street, Room 104
Greenville, Texas 75401

Hunt County, Texas is soliciting proposals from qualified vendors to provide a comprehensive Jury Management System (JMS) to streamline the jury selection and management process. The JMS must comply with the Texas Government Code, Chapter 262, and integrate with existing court, clerk, and IT systems. This document is being issued in compliance with the County Purchasing Act, Chapter 262 of the Texas Local Government Code.

Solicitation documents are now posted on the Hunt County Website on the Purchasing Department webpage. Only paper responses are allowed for this RFP; facsimiles or electronic submissions will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Proposal including, but not limited to, the RFP document, questions and responses, addenda and special notices will be posted on the Hunt Purchasing Agent's Office website under the addendums tab and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.

PROPOSAL INSTRUCTIONS

Proposal Requirements: Respondents shall send two (2) sets of SEALED proposals: one with original signatures and one copy. All shall be sealed and marked RFP# 264-25 - Purchase of Jury System Software for the District Clerk, Hunt County, TX, and mailed/hand delivered to the address below by the closing date specified. A facsimile transmission or electronic submission is not an acceptable response to this RFP Process and will not be considered.

Hunt Purchasing Agent
Attn: Purchasing Department
Tammy Himes, Purchasing Agent
2507 Lee Street, Room 104
Greenville, Texas 75401

Sealed Proposals Required: All proposals must be sealed when returned to Hunt County. All proposals must be received in the office of the Purchasing Agent no later than 2:00 P.M. CDT, Wednesday, September 17, 2025 (see purchasing office address on page 3).

Addenda: No oral representations as to the meaning of the RFP will be made to any Respondent. Any explanation desired by a Respondent must be submitted in writing (see questions deadline). Any changes, interpretations, or corrections to this document will be made by addenda. Addendums can be found on the Hunt County website at on the Purchasing Department page under the tab labeled "Bids/Addendums".

Public Bid Opening: RESPONSES WILL BE received and publicly acknowledged at the Hunt Purchasing Agent's Office at 2507 Lee Street, 1st Floor Courthouse, Room 104, Greenville, Texas 75401 at 2:00 PM CDT, Wednesday, September 17, 2025. Respondents, their representatives and interested people may be present; only the names of the vendors who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.

Late Bids/Proposals: Any responses received after the date and/or hour set for in this RFP document will not be accepted. The late Respondent will be notified and will advise Hunt Purchasing Agent's Office as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization.

Mail & Delivery of Bids/Proposals: If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFP to the Purchasing Department before the advertised due date and time. If mail is delayed either in the postal service or in the internal mail system of Hunt County beyond the date and hour set for the RFP opening, responses thus delayed will not be considered and will be disposed of as authorized.

Questions/Contact Info: Respondents are encouraged to review this entire Request for Proposal Document (RFP). All questions regarding this RFP must be in writing and sent by email to Purchasing Agent Tammy Himes at or by fax to 903-408-4242. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for Proposal may be grounds for elimination from the selection process.

DEADLINE TO SUBMIT QUESTIONS IS: 5:00 PM CDT, Monday, September 08, 2025.

Decline to submit response: If no response is to be submitted, do not return the solicitation. A letter should be sent to the Hunt Purchasing Agent whether future solicitations for the type of supplies/services are desired. Failure of the recipient to notify Hunt County that future solicitations are desired may result in removal of the recipient from the mailing list for the type of supplies or services.

TERMS & CONDITIONS

Late Proposals:

Hunt County reserves the right to not accept late proposals. Each Respondent is responsible for ensuring that responses to this RFP have been delivered by the date, time and to the location as specified in this Request for Proposal Document. The receipt of the responses submitted will be acknowledged as received only and does not constitute any acceptance by Hunt County as an offer. Documentation will become a part of the Commissioners' Court minutes only after selection is made, if any.

Contracting Authority:

Only the Commissioners' Court of Hunt County, Texas acting as a body may enter into any type of agreement or contract on behalf of Hunt County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Hunt County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to signature by the authorized County official.

Disadvantages Business Enterprise (DBE)

Hunt County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals, and contractors doing business or anticipating doing business with Hunt County shall support, encourage, and implement steps toward our common goal of establishing equal opportunity for all citizens of Hunt County.

BAFO:

Hunt County reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Cost of Preparation:

The costs of preparation of a response to this request are solely those of the Respondent including, but not limited to, any expenses incurred for interviews, presentations, or negotiations. Hunt County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Hunt County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

Hunt County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Hunt County Commissioners' Court.

Ethics/Gratuities:

Hunt County may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by Hunt County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to any officer or employee of Hunt County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled by Hunt County pursuant to this provision, Hunt County shall be entitled, in addition to any other

rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFP terms:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked "CONFIDENTIAL INFORMATION" and EACH PAGE must be marked "CONFIDENTIAL INFORMATION." Please be advised that Hunt County cannot and will not make any agreement to withhold information from the public that is contrary to the County's responsibility under the Act.

Non-responsive / Proposal Rejections:

Proposals may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Proposals containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
 - Reason for believing collusion exists among the Respondents.
 - Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
 - The Respondent being interested in any litigation against the county.
 - The Respondent in arrears on any existing contract or having defaulted on a previous contract.
 - Lack of competency as revealed by a financial statement, experience.
 - Respondents shall not owe delinquent property tax in Hunt County.
 - Respondent past performance record with Hunt County.

Multiple Vendor Award:

Hunt County reserves the right to award multiple Respondents.

Insurance Requirements:

Respondent shall furnish to the Purchasing Agent evidence of insurance with the coverage conditions and policy limits set forth in Exhibit "A," which is attached hereto and incorporated herein by this reference. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. The County of Hunt shall be listed as an "Additional Insured." Issuance of a work order is contingent upon the proper insurance documents. All insurance shall be maintained until the work has been completed and accepted by the County. The Successful Respondent shall, at its sole expense, always maintain in full force and effect during the life of the agreement, insurance coverage and limits (including endorsements), as described herein. Each policy shall provide the County with at least ten (10) days prior notice of any cancellation, non-renewal or material change to the insurance coverage. The requirements contained herein, as well as Counties review or acceptance of insurance maintained by any RFP responder are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by any RFP responder under the Agreement.

CRIMINAL BACKGROUND CHECKS

Criminal background checks will be performed on any Awarded Respondents, and employees that will require them to enter/work in any sensitive security areas at any of Hunt County's Facilities. These include, but are not limited to, Hunt County Courthouse, Hunt County Sheriff's Department and/or Hunt County Jails and Hunt County Juvenile.

The following will apply to awarded vendor personnel.

- The successful respondent shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Hunt County property.
- Respondent's personnel who perform work on Hunt County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all Respondents personnel entering County buildings for the duration of the contract.
- Criminal Background checks conducted by your Respondent may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- The award of a contract could be affected by your Respondents' refusal to agree to these terms. The award could also be affected if your Respondent is unable to supply personnel who can pass a Criminal Background Check. The Criminal Background Check applies to the individual and not the company.

PROPOSED SCHEDULE

This is just a proposed schedule; Hunt County reserves the right to change or extend the dates listed below at any time.

RFP issue date	Monday, August 11, 2025
RFP advertisement dates	Saturday, August 09, 2025
	Saturday, August 16, 2025
Deadline to submit questions	Monday, September 08, 2025, by 5:00 PM CDT
RFP proposal deadline	Wednesday, September 17, 2025, by 2:00 PM CDT
Bid tabulations / evaluations / demonstrations	Monday, September 29, 2025 – Friday, October 03, 2025
*Interviews (if requested)	N/A
Anticipated Committee Recommendation to CC	Tuesday, October 14, 2025
Anticipated Award Date	Tuesday, October 14, 2025

*Hunt County reserves the right to request further information and interviews from just one, some, or all Respondents.

SCOPE OF WORK

Hunt County is requesting sealed proposals from qualified Respondents for the purchase of Jury System Software for the District Clerk of Hunt County, Texas. Hunt County reserves the right to accept or reject any/all the proposals received, purchase from any State contract and/or inter-local agreement and or award contracts in lump sum or in parts. All awards must be approved by the Hunt County Commissioners' Court.

Scope of Work and Requirements – Jury Management System (JMS):

1. Overview

Hunt County, Texas, is soliciting proposals from qualified vendors to provide a comprehensive Jury Management System (JMS) to streamline the jury selection and management process. The JMS must comply with the Texas Government Code, Chapter 262, and integrate with existing court, clerk, and IT systems.

2. Project Objectives

The County seeks a secure, user-friendly, and automated JMS solution that will:

- Automate the juror qualification, summons, and management processes.
- Allow secure online access for jurors and staff.
- Improve efficiency, accuracy, and transparency in jury operations.
- Integrate with third-party applications, including the Texas Department of Public Safety (DPS) and National Change of Address (NCOA) services.

3. Scope of Work

3.1 Core Functional Modules

The JMS must include the following core modules:

- Juror Pool Management: Import and manage data from Secretary of State (SOS) and DPS sources.
- Qualification & Summons: Generate and track qualification questionnaires and summonses, with online and print options.
- Juror Portal: Secure online portal for jurors to:
 - Submit exemptions or disqualifications
 - Request deferrals
 - Check reporting status and instructions
- Check-In and Attendance: Real-time tracking of juror appearance and attendance.
- Panel Assignment: Randomized juror selection and assignment to panels.
- Reporting & Analytics: Standard and custom reports for jury utilization, compliance, and system metrics.

4. Technical Requirements

4.1 System Architecture

- Cloud-based or hybrid deployment preferred
- Must support role-based access control (RBAC)
- Must comply with CJIS security standards
- Web-based user interface compatible with major browsers
- Mobile-responsive design for juror use

4.2 Integration Requirements

- API integration with:
 - Case management systems (Tyler Odyssey, etc.)
 - State DPS and Secretary of State jury source files
 - County GIS and mail services
- NCOA database for address validation
- Integration with County's finance system for payment

4.3 Data Migration

- Migration of historical jury data from the legacy system (if applicable)
- Data mapping, cleansing, and validation processes included

4.4 Security and Compliance

- End-to-end encryption of data in transit and at rest
- Full audit trail for all actions
- Role-based permissions and access logs
- ADA compliance (WCAG 2.1 Level AA)

Service and Support Requirements

5.1 Training

- On-site and virtual training for County Clerk, District Clerk, and IT personnel
- User manuals and knowledge base access

5.2 Maintenance & Support

- 24/7 technical support
- SLA-guaranteed response times
- Regular updates and patching included in licensing

5.3 Hosting (if cloud-based)

- Hosting in a FedRAMP or TX-RAMP authorized data center preferred
- Uptime SLA of 99.9% or greater

6. Vendor Qualifications

- Proven experience with jury systems in at least 3 Texas counties (references required)
- Demonstrated compliance with Texas Government Code and local data privacy regulations
- Evidence of successful deployment and support services for counties of comparable size

5. Proposal Evaluation Criteria

- Functionality and compliance with technical specs
- Implementation timeline and migration plan
- Cost of ownership (licensing, hosting, support)
- Experience and references
- Security architecture

6. Warranty:

- Standard warranty for at least one year from purchase date

7. Delivery:

- Include in the Proposal Fee Form, if applicable

SIGNIFICANT CHANGE OF OWNERSHIP

If Respondent is a corporation (other than one whose shares are regularly and publicly traded on a recognized stock exchange), partnership, limited liability company, or other business entity, Respondent represents that the ownership and power to control such entity belongs to and is vested in the person or persons executing its agreement with the County and/or as disclosed to County prior to executing the agreement. If there shall occur any changes of ownership of and/or control of respondent, whether such change of ownership is by sale, assignment, bequest, inheritance, operation of law or otherwise, without the prior written consent of the County, then County shall have the option to terminate the agreement upon thirty (30) days' notice to Respondent.

DISCLAIMER OF LIABILITY

COUNTY HEREBY DISCLAIMS, AND PROPOSER HEREBY RELEASES COUNTY, FROM ANY AND ALL LIABILITY, WHETHER IN CONTRACT OR TORT (INCLUDING STRICT LIABILITY, NEGLIGENCE AND NUISANCE), FOR ANY LOSS, DAMAGE, OR INJURY OF ANY NATURE WHATSOEVER SUSTAINED BY PROPOSER, ITS EMPLOYEES, AGENTS, OR INVITEES DURING THE TERM OF THE AGREEMENT OR ANY EXTENSION THEREOF INCLUDING, BUT NOT LIMITED TO, LOSS, DAMAGE, OR INJURY TO THE IMPROVEMENTS OR PERSONAL PROPERTY OF THE PROPOSER OR PROPOSER'S BUSINESS INVITEES THAT MIGHT BE LOCATED OR STORED ON THE PREMISES, UNLESS SUCH LOSS, DAMAGE, OR INJURY IS CAUSED SOLELY BY COUNTIES SOLE GROSS NEGLIGENCE. THE PARTIES HERETO EXPRESSLY AGREE THAT UNDER NO CIRCUMSTANCES SHALL COUNTY BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL, OR EXEMPLARY DAMAGES WHETHER IN CONTRACT OR TORT (INCLUDING STRICT LIABILITY, NEGLIGENCE, AND NUISANCE), SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFITS OR ANY OTHER DAMAGE RELATED TO PROPOSER'S USE OF THE PROPOSER PURSUANT TO THE AGREEMENT.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Format:

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all the required components in order.

The aim of the required format is to simplify the proposal preparation and evaluation process and ensure that all proposals receive the same orderly review.

Section	Topic
1	RFP Instruction Compliance
2	Respondent Profile, Experience, and Location
3	Specifications and Warranty
4	Order Lead Time
5	Proposed Cost

Proposal Components:

- RFP Instruction Compliance:** Provide a one- or two-page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The Cover Letter should include the following:
 - A brief statement of the Respondent's understanding of the project.
 - The name, title, phone number, fax number, email address, and street address of the person in the Respondent's organization who will respond to questions about the proposal.All forms must be completed including:
 - Proposal Fee Form
 - Vendor References
 - Compliance with Federal and State Laws
 - RFP Signature Form
 - HB1295 Form
 - For RFP required forms see pages 15-20.
- Respondent Profile, Experience, and Location:** Provide the following information about Your Respondent:
 - The Respondent's name, email address, business address, phone number and fax number of companies.
 - Number of years in business
 - The location of the offices that would provide maintenance and warranty services.
- Specifications and Warranty Information:** The minimum specifications set out in the RFP packet must be met. Include all warranty information on the software.
- Order Lead Time:** Provide a "not to exceed" date for the delivery of the software.
- Proposed Cost:** Include all fees that may be associated with the purchase of the Jury System Software for the District Clerk of Hunt County.

EVAULATION CRITERIA AND PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a concise list has been made, the committee may request information, clarifications, presentations, or interview some or all of the top ranked Respondents. The evaluation committee will determine the best value offer based on the submitted proposals and will begin contract negotiations after court approval. Hunt County reserves the right at its sole discretion to determine if pursuing any contract negotiations is in the best interest of the County as a result of this RFP.

Presentations

During the evaluation process, Hunt County may at its discretion request Respondents to make oral presentations. All costs incurred by the Respondent for the presentations will be the sole responsibility of the Respondent. After any such presentation, proposals may be evaluated again. Hunt County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents.

Request for Information

Hunt County also reserves the right to request additional information or clarifications from Respondent or to allow corrections of errors or omissions as deemed in the best interest of the County. After any retrieval of information or clarifications presentations proposals may be evaluated again. Hunt County reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. Hunt County is under no obligation and reserves the right to request information/clarifications/presentations and interview from one, some, or all Respondents.

Respondents shall have NO contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Hunt County Commissioners' Court of their staff, or any other Hunt County elected officials or their staff, prior to award. Any contact regarding this RFP may result in the Respondents' disqualification and removal from consideration by the Hunt County Commissioners' Court. Contact may only be initiated by the Hunt Purchasing Agent for purposes of evaluation and clarification.

Approach

The Hunt Purchasing Agent will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various County Departments. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractors(s) in the evaluation of proposals as the County deems necessary.

Vendor Demonstration and Presentations

Respondents with the highest initial scores may be invited to make a Presentation(s) to the Evaluation Committee. Invited respondents will receive additional directions with the invitations.

If selected, Respondents must be able to demo their solution, products, and/or services. Respondents must be prepared to give virtual presentations/demos as an alternative to in-person presentations/demos, if requested by Hunt County.

Evaluation Scores of the Demonstration and Presentations will be based on the same criteria used for the initial ranking. The Demonstration/Presentation score for these Respondents will override the initial score.

Hunt County reserves the right at its sole discretion to determine if product Demonstration and/or oral Presentation(s) are in the best interest of Hunt County. Hunt County is under no obligation to request product demonstrations or presentations.

Contract Negotiations

The Hunt Purchasing Agent may conduct contract negotiations along with representatives from Hunt County Departments.

The County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County. The County is under no obligation to pursue a Contract.

Best and Final Offer

The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.

Hunt County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).

In the event the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the final rankings previously described. Hunt County reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Hunt County reserves the right at its sole discretion to determine the process for this proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all evaluation phases. Hunt County reserves the right without prejudice to reject any or all proposals to this RFP.

Evaluation Criteria

<u>RFP Instructions Compliance</u> <ul style="list-style-type: none">• Instructions followed• Cover letter• Forms completed, including: Proposal fee form, Vendor References, Compliance with Federal and State Laws, RFP Signature Form, Conflict of Interest, HB1295	10 points
<u>Respondent Profile, Experience, Location</u> <ul style="list-style-type: none">• The Respondent's name, email address, business address, phone number and fax number• Number of years in business• The location of the offices that would provide the maintenance/warranty services	15 points
RFP Specifications and Warranty	20 points
Order Lead Time	25 points
Proposed Cost	30 points

Required Forms

PROPOSAL FEE FORM

Proposal Fee Form Worksheet			
Functional and Technical Requirements	Jury System Software System	Other (Website)	Total
Cost Worksheet Instructions: Provide a cost response for each cost area, based upon the jury system software system module for a (NAME)-hosted application. The pricing should be based on the detailed functionality that the (NAME) requires. All additional costs should be captured in the respective areas.			
One – Time Costs:			
Software License Costs			
Software Customization Costs			
Interfaces/Integration Costs			
Data Conversion Costs			
Professional Service Costs (not including integration and interfaces)			
Training Costs			
Server Hardware Costs			
Expenses (miscellaneous)			
Total One-Time Costs			
Recurring Maintenance Costs:			
Annual Maintenance			
Custom Modification Maintenance (if applicable)			
Five-Year Lump-Sum Maintenance Cost			
Additional Maintenance Fees			
Total Recurring Maintenance Costs			
Additional Cost:			
Hourly Rate for Professional Services			
Hourly Rate for Custom Programming			
Other Costs (if applicable; please specify the nature of these costs)			
Warranty Information:			

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of comparable size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

REFERENCE ONE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE TWO:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE THREE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

COMPLIANCE WITH FEDERAL AND STATE LAWS

Certification of Eligibility

By submitting an RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on the list between the time of RFP submission and time of award, the Respondent will notify the Hunt Purchasing Agent. Failure to do so may result in terminating this contract by default.

Verification No Boycott Israel

As required by Chapter 2270, Government Code, the selected firm must verify that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Foreign Terrorist Organizations

Pursuant to Chapter 2252, Texas Government Code, the selected Firm must represent and certify that, at the time of execution of an Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Disclosure of Interested Parties

The law states that a governmental entity may not enter certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting an RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide the Hunt Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within ten (10) business days from notification of pending award, renewal, amended or extended contract.

Signature: _____

Date: _____

RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Statement of Submission becomes the property of Hunt County after the official opening.

The undersigned Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling, and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if this Statement of Submission is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Scope of Work. The period for acceptance of this Statement of Submission will be ninety (90) calendar days.

The undersigned Respondent that they are duly authorized to execute a contract with Hunt County and that this Statement of Submission has not been prepared in collusion with any other Respondent, nor any employee of Hunt County, and that the contents of this Statement of Submission have not been communicated to any other Respondent or to any employee of Hunt County prior to the official opening of this Proposal.

Respondent hereby assigns to Hunt County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned Respondent verifies that they have read and do understand the scope of work and any attachments contained in this solicitation. ***Failure to sign and return this form could result in the rejection of the entire submission.***

Signature: _____ Date: _____

LEGAL NAME AND ADDRESS OF RESPONDENT:

Name _____ Title _____

Telephone Number _____ Email: _____

Address: _____

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

Corporation organized & existing under the laws of the State of _____

Partnership consisting of _____

Individual trading as _____

Principal offices are in the city of _____

To: Vendors of Hunt County, Texas

From: Tammy Himes, Purchasing Agent

Re: ***Conflict of Interest Form (CIQ)***

Vendor:

Below, please find the link below to a Conflict-of-Interest Questionnaire. Please complete this form if you have a conflict of interest with any Hunt County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent, or representative who is subject to the law's filing requirements.

<https://ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

Completed forms should be sent to the Hunt Purchasing Agent through RFP return. Please see the contact information below.

Hunt Purchasing Agent
Email: thimes@huntcounty.net
Phone: 903-408-4292
Fax: 903-408-4242

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Hunt County (County Clerk) no 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, Texas Local Government Code.



Hunt Purchasing Agent
Tammy Himes, Purchasing Agent
2507 Lee Street, Room 104, Greenville, Texas 75401
Phone (903) 408-4292 Fax (903) 408-4242 thimes@huntcounty.net

July 28, 2025

To: Herald Banner

From: Tammy Himes, Purchasing Agent

Subject: Advertisement RFP# 264-25 – Request for Proposals for Purchase of Jury System Software for District Clerk - Hunt County, Texas

Please run the following ad on Saturday, August 02, 2025, and Saturday, August 09, 2025, in the Herald Banner.

PUBLIC NOTICE

Sealed proposals will be received by Purchasing Agent Tammy Himes at the Hunt Purchasing Agent's Office, at 2507 Lee Street, Room 104, Greenville, Texas 75401, on or before 2:00 pm, Wednesday, September 17, 2025, for RFP# 264-25 – Request for Proposals for Purchase of Jury System Software for District Clerk of Hunt County, Texas. Late submissions will not be accepted. RFP packet will be available on August 11, 2025, by visiting on the Purchasing Department web page, or requesting by e-mail at or calling (903) 408-4292. Payment will be made after items or services have been received in accordance with the award. Vendors must bid using unit costs but may offer lump sum discounts. Hunt County reserves the right to accept or reject in whole or in part any bid received and to waive any irregularities or formalities in the best interest of Hunt County.

EXHIBIT A: CONTRACT TERMS AND CONDITIONS

1.0 Contract Terms and Conditions for Selected Vendor

1.1 – CONTRACT TYPE

The resulting contract from this procurement shall be a fixed price contract. The initial contract price will be based upon prices submitted by the selected vendor, subject to contract negotiations with the County and shall be firm for the total number of years of the contract. Price adjustments will be negotiated at the request of either party in the extension periods or through an adjustment clause. The County must be notified in a timely manner of all price increases.

1.2 – CONTRACT APPROVAL

This RFP does not, by itself, obligate the County to award a contract. The County's obligation will commence following the County Commissioners' approval of a contract. Upon written notice to the vendor, the County may set a different starting date for the contract. The County will not be responsible for any work done by the vendor, even work done in good faith, if it occurs prior to the contract start date set by the County.

1.3 – CONTRACT DISPUTE

In the event of contract dispute, dispute proceedings will be held in the State of Texas. Mediation will be a mandatory first step in the event of a dispute, prior to any legal action.

1.4 – PAYMENT AND RETAINAGE

The County understands that there will potentially be three (3) types of costs that are associated with procuring a new system: software licensing, implementation services, and annual maintenance costs. In the following sub-sections, each type of cost is defined and the County's expectations for payments and retainage associated with these costs are described.

1. Software Licensing Cost:

- Software license costs include all costs related to licensing the software application and include third-party software license fees, where applicable. In presenting software license fees, the proposer shall:
- Explain all factors that could affect licensing fees.
- Make clear what type of license is offered for each price (named user, concurrent users, installed copies, processor-based, etc.)
- Indicate which product versions, operating platform(s) are included for each price.
- Indicate whether a product is for "server" or "client," as applicable; and,
- Make clear the extent of any implementation services that are included in the license fees (installation, configuration, training, etc.)

To the extent possible, the proposer shall show any applicable discounts separately from the prices for products and services. The proposer will provide separate prices for each functional area/module in the proposed solution.

The County expects a milestone-based payment schedule for software licensing. Potential milestones include Project Kickoff, Initial System Implementation, System Configuration, Approval of Go-Live, and Acceptance of System.

Vendors shall describe their typical milestone-based payment schedule for software licensing as part of their Cost Proposal.

2. Implementation Services Costs

Implementation service costs include all costs related to implementation, configuration, data conversion, customization, and training. Typically, implementation service costs are provided as “not to exceed” estimates and the County will be charged for services as incurred.

- Costs for the proposed solution should be submitted on the Cost Worksheet. It is important to note the following:
- The County will not consider time and materials pricing. Proposers shall provide firm and fixed pricing based on the functionality described. For each item, indicate if the cost is on-time, annual, or other.
- The proposer shall provide price information for each separate component of the proposed solution, as well as the costs of any modifications.
- In the event the product or service is provided at no additional cost, the item should be noted as “no charge.”
- In the event the product or service is not being included in the proposal, the item should be noted as “No Bid.”
- The proposer shall make clear the basis of calculation for all fees.

All travel expense costs must be included in the proposer’s fixed price cost. The County will not make a separate payment for expenses. Per Force Majeure, the County shall not be liable for additional travel costs incurred due for any reason outside the County’s control.

3. Annual Maintenance Cost

Annual maintenance costs include the annual maintenance and support fees for the application environment. For example, the annual maintenance fees associated with the property tax software will be paid upon County acceptance of the system. The County will not pay maintenance fees until the County signoff has been provided to approve live operation for one year after going live. The County expects software maintenance costs will not increase in the first five years upon live operation.

1.5 – CONFIDENTIAL INFORMATION

Any written, printed, graphic or electronic or magnetically recorded information furnished by the County for the proposer's use is the sole property of the County. This proprietary information includes, but is not limited to customer requirements, customer lists, marketing information and information concerning County employees, products, services, prices, operations, and security measures.

1.6 – FEDERAL REQUIREMENTS

The vendor must comply with all known federal requirements that apply to the proposal, the evaluation, and the contract.

1.7 - WARRANTY

A warranty is sought for both the software and implementation services. It is assumed that proposers have priced their services to recognize these warranty provisions. The extent of the warranty coverage will be evaluated as part of the overall procurement process.

1.8 – INSURANCE REQUIREMENTS

The selected vendor agrees to provide and maintain the types and amount of insurance contained in the following table, for the term of the executed contract.

Type of Insurance	Minimum Amount of Insurance	Provisions
Commercial General Liability to include coverage for: a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Injury e) Contractual Liability f) Product damage to County Property or others	\$1,000,000 per occurrence, \$2,000,000 general aggregate Or \$2,000,000 Products/Completed Operations Aggregate	County to be listed as additional insured, a Waiver of Subrogation, and provided 30-day notice of cancellation or material change in coverage. Cover shall be provided by an insurer possessing an A-VII. A. M. Best Rating.
Business Auto Liability	\$500,000 for bodily injury and property damage each accident	County to be listed as additional insured.
Workers' Compensation & Employers' Liability	\$500,000 each accident for bodily injury; or \$500,000 each employee for bodily injury	County to be provided with a Waiver of Subrogation.

1.9 – PENDING AND RECENT LITIGATION

Proposers must disclose any pending or recent litigation they are involved in as a company. Recent is defined as the past three (3) years. The information provided should include the timeline of the litigation history, the subject of the litigation, and the status of the litigation. Proposals must also disclose any pending litigation of any third-party partners in the proposal.

1.10 – PROPOSER’S CERTIFICATION

By signature on the proposal, the proposer certifies that it complies with:

1. The laws of the State of Texas and is licensed to conduct business in the State of Texas.
2. All applicable local, state, and federal laws, codes, and regulations.
3. All terms, conditions, and requirements set forth in this RFP.
4. A condition that the proposal submitted was independently arrived at, without collusion and,
5. A condition that the offer will remain open and valid for the period indicated in this solicitation; and any condition that the firm and/or any individuals working on the contract do not have a conflict of interest.

If any proposer fails to comply with the provisions stated in this paragraph, the County reserves the right to reject the proposal, terminate the contract, or consider the proposer in default.

1.11 – OFFER HELD FIRM

Proposals must remain open and valid for at least 120 days from the deadline specified for submission of proposals. In the event the award is not made within 120 days, the County will send a written request to all proposers deemed susceptible for award asking proposers to hold their price firm for a longer specified period.

1.12 – AMENDMENT/WITHDRAWAL OF PROPOSALS

Proposers may amend or withdrawal proposals prior to the deadline set for receipt of proposals. No amendments will be accepted after the deadline unless they are in response to a request of the County. After the deadline, proposers may make a written request to withdraw proposals and provide evidence that a substantial mistake has been made. The Purchasing Agent may permit withdrawal of the proposal upon verifying that a substantial mistake has been made, and the County may retain the proposer’s bid bond or other type of bid security, if one was required.

1.13 – SUBCONTRACTORS

Subcontractors may be used to perform work under this contract. If the proposer intends to use subcontractors, the proposer must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the proposer must provide the following information concerning each prospective subcontractor within five working days from the date of the County's request:

1. Complete name of the subcontractor
2. Complete address of the subcontractor
3. Type of work the subcontractor will be performing.
4. Percentage of work the subcontractor will be providing.
5. Evidence, as set out in the relevant section of this RFP, shows that the subcontractor is registered and if applicable, holds a valid State of Texas business license.
6. A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the service required by the contract and
7. A copy of the prime-contractor/'sub-contractor contract verifying the prime-contractor has the sole responsibility for all services under this RFP and is financially liable, without exception, to the County for all services contracted by the proposer under this RFP.

1.14 – JOINT VENTURES

Joint-ventures are acceptable. If submitting a proposal as a joint venture, the proposer must submit a copy of the joint venture agreement that identifies the principals involved and its rights and responsibilities regarding performance and payment.

1.15 – RIGHT OF REJECTION

The County reserves the right to reject any proposal, in whole or in part. Proposals received from debarred or suspended vendors will be rejected. The County may reject any proposal that is not responsible for all material and substantial terms, conditions, and performance requirements of the RFP.

The County reserves the right to reject any proposal determined to be nonresponsive. The County also reserves the right to refrain from making an award if it determines it to be in its best interest.

1.16 – CLARIFICATION OF PROPOSALS

To determine if a proposal is susceptible for award, communications by the Purchasing Agent or the proposal Evaluation Committee are permitted with any proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal and determine responsiveness to the RFP requirements.

Clarifications may not result in a material or substantive change to the proposal. The initial evaluation may be adjusted because of a clarification under this section.

1.17 – RIGHT TO SUBMITTED MATERIAL

It shall be understood that all proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts and proposal or referencing information submitted in response to this RFP, and all reports, charts and proposal or referencing information submitted in response to this RFP, shall become the property of the County, and will not be returned. The County will use discretion regarding disclosure for proprietary information contained in any response but cannot guarantee information will not be made public. As a government entity, the County is subject to making records available for disclosure.

1.18 – PROTESTS

Any interested party may file a protest regarding any aspect of this solicitation, evaluation, or recommendation for award. Protests must be filed in accordance with County policy.

1.19 – PUBLIC INFORMATION

It shall be understood that all proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts and proposal or referencing information submitted in response to this RFP shall become the property of the county and will not be returned. The County will use discretion regarding disclosure of proprietary information contained in any response but cannot guarantee information will not be made public. As a governmental entity, the County is subject to making records available for disclosure.

1.20 – CONTRACT NEGOTIATION

After final evaluation, the County may negotiate with the offerors of the highest-ranked proposal. Negotiations, if held, will be within the scope of the RFP and limited to those items that would not influence the ranking of proposals. If any proposer fails to negotiate in good faith, the County may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal.

If contract negotiations are commenced, they will be held at the HUNT COUNTY Purchasing Agent's office location at a date and time to be determined.

If contract negotiations are held, the offeror will be responsible for all costs including its travel and per diem expenses.

1.21 – FAILURE TO NEGOTIATE

If the selected proposer:

1. Fails to provide the information required to begin negotiations in a timely manner.
2. Fails to negotiate in good faith.
3. Indicates it cannot perform the contract within the budgeted funds available for the project; or,
4. If the proposer and the County, after a good-faith effort, cannot come to terms; then the following may apply:

The County may terminate negotiations with the proposer initially selected and commence negotiations with the next highest-ranked proposer. At any point in the negotiation process, the County may, at its sole discretion, terminate negotiations with any or all proposers.

1.22 – HOLD HARMLESS

The Proposer shall hold and save the County and its officers, agents, servants/employees harmless from liability of any patented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the County.

1.23 – ASSIGNMENT OR SUBCONTRACT

Neither party shall assign any right or interest, nor delegate or subcontract any obligation owed without the written consent of the other.

1.24 – NON-COLLUSION AGREEMENT

In submitting an offer, the proposer certifies that they have not participated in, nor have they been party to any collusion, price fixing or any other illegal or unethical agreements with any company, firm or person concerning the pricing offered.

1.25 – ACCEPTANCE OF GIFTS OR GRATUITIES

Accepting gifts or gratuities by employees in consideration for the performance of their duties, or as an appreciation for their performance, is prohibited.



CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



Organization Name Israel Boycott Verification

I, _____, the undersigned
representative of _____

_____ (hereafter referred to as company) being
an adult over the age of eighteen (18) years of age, after being duly sworn by the
undersigned notary, do hereby depose and verify under oath that the company named-
above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit, but does not include a sole proprietorship.*

Pursuant to Section 2270.001, Texas Government Code:

(a) This section applies only to a contract that:

1. *Is between a governmental entity and a company with 10 or more full-time employees; and*
2. *Has a value of \$100,000.00 or more that is to be paid wholly or partly from public funds of the governmental entity.*

Israel Boycott Verification

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the _____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY