



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

July 28, 2016

## NOTICE OF INTENT TO AWARD

Election Works Inc.  
0S096 Catlin Square  
Geneva, IL. 60134

Dear: Ms. Hed

Collin County intends to award, upon approval by Commissioners' Court, all or part of 2016-265, Design and Fabrication of Early Voting Workstations, to your company.

Effective January 1, 2016 the State of Texas now requires Form 1295, Certificate of Interested Parties to be completed.

The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

Additional information, including instructional videos, is available on the Texas Ethics Commission website. The disclosure form may be accessed and electronically completed at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). Please follow directions for "Business Entity" and e-mail your executed and notarized form to Matt Dobecka at [mdobecka@co.collin.tx.us](mailto:mdobecka@co.collin.tx.us) with "Form 1295" in the subject line by 5:00 PM on August 2, 2016.

Once we have received and acknowledged your form with the Texas Ethics Commission, solicitation 2016-265 will be presented to Commissioners' Court for award.

Thank You.

C: File