

## Notice Regarding Conflict of Interest Questionnaire

Texas law requires any person or entity, including a person's or entity's agents, (hereafter referred to as VENDOR) who contracts or seeks to contract with ECISD for the sale or purchase of property, goods, or services to file a Conflict of Interest Questionnaire with the District under the following circumstances.

A vendor must file a completed conflict of interest questionnaire (CIQ) if the vendor has a business relationship with a local governmental entity (ECISD) 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 Local Government Code 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 Local Government Code Section 176.003(a)(2)(B), excluding any gift described by Local Government Code Section 176.003(a-1); or

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

"Local government officer" is defined by Texas Local Government Code as follows:

(A) A member of the governing body of a local governmental entity;

(B) A director, superintendent, administrator, president, or other person designated as the executive officer of a local government entity; or

(C) An agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.

Each covered person or entity who seeks to contract or who contracts with ECISD is responsible for complying with any applicable disclosure requirements. ECISD will post the completed questionnaires on its website.

The completed conflict of interest questionnaire (CIQ) 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 district; or

(B) submits to the district an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the district; 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) of Loc. Gov't Code §176.006;

(B) that the vendor has given one or more gifts, as described by Subsection (a) of Loc. Gov't Code §176.006; or

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

The Vendor also shall file an updated completed questionnaire with the records administrator not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire incomplete or inaccurate.

The Conflict of Interest Questionnaire may be downloaded from the Texas Ethics Commission's website at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

Completed forms should be sent to the ECISD Purchasing Department via:

- Email [purchasing@ectorcountyisd.org](mailto:purchasing@ectorcountyisd.org);
- Fax 432-456-9718; or
- USPS Mail:  
ECISD Purchasing Department  
PO Box 3912  
Odessa, Texas 79760

The current local government officers of the Ector County Independent School District include, but may not be limited to the following individuals:

Board of Trustees: Tammy Hawkins  
Dr. Steve Brown  
Carol Gregg  
Delma Abalos  
Dr. Donna C. Smith  
Chris Stanley  
Dr. Scott Muri, ECISD Superintendent  
Deborah Ottmers, ECISD Chief Finance Officer  
Josette Dobbins, ECISD Director of Purchasing

It is the Vendor's responsibility to verify with ECISD the most up-to-date listing of pertinent local government officers at the time Vendor contracts or seeks to contract with ECISD for the sale or purchase of property, goods, or services.