**ATTACHMENT H**

**DISCLOSURE OF INTERESTED PARTIES FORM**

**Vetted Improvement Program (VIP) List**

**TEA will not accept information provided in other areas of the response as satisfaction in lieu of full completion of this form. TEA recommends this completed form *and responsive attachments* be incorporated into a separate and distinct tab in the response. Failure to furnish this information will result in disqualification from further consideration. Attach added pages, if more space is needed to complete the form.**

It is the policy of the State of Texas and Texas Education Agency that a state officer or a state employee may not have direct or indirect interest, including financial and other interest, or engage in a business transaction or professional activity, or incur an obligation in any nature that is in conflict with the proper discharge of the officer or employee’s duties in the public interest (TGC §572.001(a)). TEA is committed to vetting any conflict of interest or any appearance of conflict of interest that may arise in this process. TEA will use information in this document to review conflicts of interest or potential conflicts of interest for this procurement.

**SECTION A: RESPONDENT’S DISCLOSURE OF INTERESTED PARTIES**

1. **List the names of respondent’s board of directors, advisory council, or governing board**. Provide information on any business for which a board member has controlling interest; owns a percentage of voting interest; owns more than $25,000 of the fair market value; holds shares, stocks, or other direct/indirect participation in more than 10% of profits, proceeds, or capital gains; serves on the board of directors; serves as an elected officer; is an employee; or could reasonable foresee that a contract with TEA would result in a personal financial benefit. (If not applicable then insert “N/A.”)

| **Name** | **Title** | **Disclosure Statement** |
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1. **List executive or senior leadership of respondent’s organization, including title**. Provide information on any business for which an individual has controlling interest; owns a percentage of voting interest; owns more than $25,000 of the fair market value; holds shares, stocks, or other direct/indirect participation in more than 10% of profits, proceeds, or capital gains; serves on the board of directors; serves as an elected officer; is an employee; or could reasonable foresee that a contract with TEA would result in a personal financial benefit. (If not applicable then insert “N/A.”)

| **Name** | **Title** | **Disclosure Statement** |
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1. **Attach the respondent’s organization chart**.
2. **Attach resumes of employees serving as the respondent’s program or project points of contact for the proposed project.**

**SECTION B: SUBCONTRACTOR AND/OR SUPPLIER INFORMATION**

1. **Indicate below the name, address, and phone number of ALL subcontractors and/or suppliers included in this response**. Provide information on any business for which a subcontractor and/or supplier has controlling interest; owns a percentage of voting interest; owns more than $25,000 of the fair market value; holds shares, stocks, or other direct/indirect participation in more than 10% of profits, proceeds, or capital gains; serves on the board of directors; serves as an elected officer; is an employee; or could reasonable foresee that a contract with TEA would result in a personal financial benefit. (If not applicable then insert “N/A.”)

| **Name** | **Address** | **Telephone #** | **Disclosure Statement** |
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1. **Attach an organizational chart for any subcontractor and/or supplier providing services as part of this response.**

**SECTION C: GIFTS, DONATIONS, FAVORS, SERVICES, OR BENEFITS**

State standards of conduct require TEA to rigorously evaluate whether a respondent has offered any gift, favor, or service that might reasonably tend to influence a state officer or employee in the discharge of official duties, or that the officer or employee knows or should know is being offered with the intent to influence the officer or employee’s official conduct.

1. **Please list below any gift or donation the respondent has offered to the Texas Education Agency, an agency officer or agency employee during the two calendar years before submitting a response to this document.** You are required to state the date the gift or donation was offered, to provide a description of the gift or donation, and to provide the monetary value. Indicated whether the value is an estimated or actual value. List the individual at TEA you corresponded with regarding the gift or donation. (If not applicable then insert “N/A.”)

| **Date of Gift or Donation** | **Description of Gift or Donation** | **Monetary Value (actual or estimated)** | **Agency Contact** |
| --- | --- | --- | --- |
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1. **Has the respondent or any subcontractors related to this response requested a meeting with TEA senior officials in the past calendar year?** (Senior official is defined as Commissioner, Chief Deputy Commissioner, Deputy Commissioner, Associate Commissioner, and/or Executive Director. If yes, list the date of meeting, the purpose of the meeting, and TEA staff member attending. (If not applicable then insert “N/A.”)

| **Date of Meeting** | **Description** | **TEA Senior Staff Member** |
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**Name of Individual Completing this form:**

**Title:**

**Organization Name:**