

**NOTICE TO VENDORS
INSTRUCTIONS FOR
CONFLICT OF INTEREST QUESTIONNAIRE FORM**

H.B. 914, requires a vendor that wishes to conduct business or be considered for business with Roma ISD to file a “conflict of interest questionnaire.” The Texas Ethics Commission (TEC) created the conflict of interest questionnaire (FORM CIQ).

Section 176.006 requires disclosure of a person’s “affiliations or business relationships that might cause a conflict of interest.” The term “affiliation” is not defined in Chap. 176. However, the general definition of the word “affiliation” would mean any association or connection. So any affiliation, including such things as friendship, membership in some group or organization, residence in the same neighborhood, relationship by blood or marriage, or any other connection, must be disclosed.

How to fill out the Conflict of Interest Questionnaire form:

1. Fill in the full name of the person or company who is trying to do business with the Roma ISD. If the business is a corporation, partnership, llc, lp, etc., then each person who acts as an agent for the business in dealings with Roma ISD must complete this form.
2. Check box if the form is an update to a form previously completed.
3. Enter name of the Roma ISD board member or officer about whom the information is being disclosed.

If no affiliation or business relationship exists, state “none.”

4. Describe how you are affiliated or related to the Roma ISD board member or officer or affiliated or related to a family member a board member or officer as described by Section 176.003(a)(2)(A).

Also describe any family relationship with a board member or officer.

If no affiliation or business relationship exists, state “none.”

Section A. If a board member or officer or any of their family members receiving taxable income, other than investment income.

Section B. Is the vendor receiving or likely to receive taxable income, other than investment income, from a board member or officer or any of their family members and the taxable income not received from Roma ISD.

5. Describe the business relationship that exists.
6. Check this box if the vendor has given a board member or officer or any of their family members one or more gifts as described in Section 176.003(a)(2)(B).
7. **Sign & date**