

Instructions:

- Type all information on form using a computer and obtain all required signatures
- Complete all sections of the form. Record "N/A" (not applicable) if a question does not apply.
- Retain a copy of the completed certification for your records.
- Please complete form when there is a substantial change in the composition of a Board or at least every two years, whichever occurs first and submit to APPO@twc.texas.gov

Reason for Submission

Date of submission:

☐ Biannual Certification

☐ Update of information due to change of information on file

☐ Other: Specify

Entity's Information

Entity: The business that has been granted a bilateral contract with TWC to provide services on behalf of VR customers.

Entity's legal Name:

Entity's "doing business as" (DBA) name:

Provide at least one of the following:

Employer Identification Number (EIN) (9 digits, issued by IRS):

Last four digits of sole proprietor's Social Security Number:

Conflict of Interest Certification Acknowledgement

Boards and potential contractors must not offer, give, or agree to give TWC staff anything of value. Anything of value includes prepared foods, gift baskets, promotional items, awards, gift cards, meals, or promises of future employment. If a violation occurs, corrective action is required and may include contract termination or disqualification from receiving a future contract with TWC. Real or apparent conflicts of interest might occur when a former VR employee becomes an employee or a subcontractor of a Board.

A Board must not:

- hire, contract with, or accept as a volunteer any current employees of TWC-VR
- hire, contract with, or accept as a volunteer any former employees of TWC-VR earlier than 12 months after the separation date, if the former employee will provide contracted services as defined in the Board VR Requirements manual and/or Texas Government Code §572.069; or
- knowingly request or obtain confidential information from a state employee for the benefit of the contractor, personally or professionally.

The scenarios above do not make up a complete list of real or apparent conflicts of interest. Failure to disclose a conflict of interest can result in contract termination, disqualification from receiving a future contract, and/or recoupment of payments.

Signatures	
I, the legally authorized representative, have been named by the entity and have the authority to certify - the entity acknowledges the conflict of interest statements above, - the entity recognizes they must comply to and any all conflict of interest content found in the Board VR Requirements Manual, and/or contract(s), and - the information providing in this form is complete and accurate.	
Typed Name:	Signature: X
Date:	