



CITY OF
SAN ANTONIO

RESIDENTS

VISITORS

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City of San Antonio Contracts Disclosure Form

Completed original copies of the CoSA Contracts Disclosure Form need to be submitted in the packet of required forms

CoSA Contracts Disclosure Form



CITY OF
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RESIDENTS VISITORS BUSINESS YOUR GOVERNMENT GET CONNECTED

ETHICS & LOBBYISTS

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- SA.GOV RELATED SITES
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- ELECTIONS & CAMPAIGN FINANCE
- MUNICIPAL ARCHIVES & RECORDS
- OPEN GOVERNMENT
- OFFICE

Physical Address:
100 Military Plaza
San Antonio, TX 78205 (Map)

Mailing Address:
Office of the City Clerk
P.O. Box 839966
San Antonio, TX 78283-3966

Phone
210.207.7253

Fax
210.207.7032

LOBBYIST REGISTRATION

Effective, January 1, 2017, Lobbyists registered with the City of San Antonio, are required to use the Lobbyist Registration System to enter and submit data.

FORMS & RESOURCES

View forms and resources for Ethics & Lobbyists.

FINANCIAL DISCLOSURE REPORT

Your loan is app...


ACKNOWLEDGMENT

I/We have read this disclosure one or more of the settlement this referral.

Signature


City officials & designated employees are required to file ...

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Reference and Research information. >

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ETHICS & LOBBYISTS

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ETHICS / LOBBYISTS FORMS & RESOURCES

CITY EMPLOYEES & OFFICIALS

- City Employee & Official Forms

CONFLICT OF INTEREST

- Conflict Disclosure Statement (CIS) (Recusal-City Officials & Boardmembers) (PDF)
- Conflict of Interest Forms
- Contracts Disclosure Form (PDF)
- Disclosure of Financial Interests (PDF)
- Gifts to City Employees (PDF)

ETHICS


- Petition for Recusal (PDF)
- Recusal & Disclosure of Financial Interests (Recusal-City Officials & Boardmembers) (PDF)
- Sworn Complaint of Ethics Violation (PDF)

FINANCIAL DISCLOSURE


- Financial Disclosure Forms


LOBBYISTS

- Search the Lobbyist Management E-File System
- Learn More about the Lobbyist Management E-File System

 [See City Clerk Forms by Topic](#)

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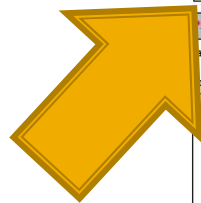
REFERENCE & RESEARCH



Reference and Research information. >

LEARN ABOUT OUR HISTORY

CoSA Contracts Disclosure Form



The name of the person submitting the disclosure form needs to be person affirming the validity of the information submitted



City of San Antonio Contracts Disclosure Form

Office of the City Clerk

Please fill out this form online, print completed form and submit with proposal to originating department. All questions must be answered.

For details on use of this form, see [Section 2-59 through 2-61](#) of the City's Ethics Code.

This is a New Submission or Correction or Update to previous submission.

1. Name of person submitting this disclosure form.
 First: _____ M.I.: _____ Last: _____ Suffix: _____

2. Contract information.
 a) Contract or project name: _____
 b) Originating department: _____

3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract).

4. List any individual(s) or entity(ies) that is a partner, parent, joint venture, or subsidiary of the contractor listed in Question 3.
 Not applicable. Contracting party(ies) does not have partner, parent, joint venture, or subsidiary.
 Names of partner, parent, joint venture or subsidiary entities, and all the board member and officers of each entity: _____

5. List any individuals or entities that will be subcontractors on this contract.
 Not applicable. No subcontractors will be retained for this contract.
 Subcontractors may be retained, but have not been selected at the time of this submission.
 List of subcontractors, including the name of the owner(s), and business name: _____

6. List any attorneys, lobbyists, or consultants retained by any individuals listed in Question 3.
 Not applicable. No attorneys, lobbyists, or consultants retained to assist in seeking the contract.
 List of attorneys, lobbyists, or consultants retained to assist in seeking the contract: _____

7. Oath
 I swear or affirm that the statements contained in this Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Your Name: _____ Title: _____
 Company Name or DBA: _____ Date: 03/06/2017

Please fill this form out online, print completed form and submit with proposal to originating department. All questions must be answered.
 If necessary to mail, send to:
 Purchasing
 P.O. Box 839966
 San Antonio, Texas 78283-3966

GR.1075-01 PUR.REPORT.Contracts Disclosure Form
 Rev.2014-11 09/18/14

City of San Antonio Contracts Disclosure Form

Office of the City Clerk

***3. Contribution Prohibitions for "High-Profile" Contracts**
 This is not a high-profile contract.
 This is a high-profile contract.
 I acknowledge that this contract has been designated as a high-profile contract by the city. I further acknowledge that the following individuals are prohibited from making campaign or officeholder contributions to members of City Council, candidates for City Council, or political action committees that make contributions to City Council elections from the 10th business day after the solicitation has been released until 30 calendar days after the contract has been awarded: legal signatory to contract individual(s) seeking the contract, owner or officer of an entity seeking the contract, the spouse of any of these individuals, and any attorney, lobbyist, or consultant retained to assist in seeking the contract.
 I warrant that no contributions have been made by these individuals in violation of [Section 2-309 of the Municipal Campaign Finance Code](#).

***4. Conflict of Interest Questionnaire (CIQ)**
[Chapter 176 of the Local Government Code](#) requires all contractors and vendors to submit a Conflict of Interest Questionnaire Form (CIQ) to the Office of the City Clerk, even if contract is not designated as "High Profile".
 I acknowledge that I have been advised of the requirement to file a CIQ form under Chapter 176 of the Local Government Code.

***Oath**
 I swear or affirm that the statements contained in this Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Your Name: _____ Title: _____
 Company Name or DBA: _____ Date: 03/06/2017

Please fill this form out online, print completed form and submit with proposal to originating department. All questions must be answered.
 If necessary to mail, send to:
 Purchasing
 P.O. Box 839966
 San Antonio, Texas 78283-3966

CoSA Contracts Disclosure Form

* = Required fields

City of San Antonio
Contracts Disclosure Form

Please fill out this form online, print completed form and submit with proposal to originating department. All questions must be answered.

For details on use of this form, see [Section 2-59 through 2-61](#) of the City's Ethics Code.

*This is a New Submission or Correction or Update to previous submission.

Office of the City Clerk

1. Name of person submitting this disclosure form.
First: _____ M.I. _____ Last: _____ Suffix: _____

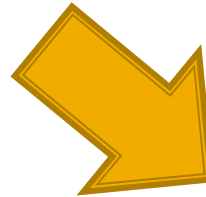
2. Contract Information.
a) Contract or project name: _____
b) Originating department: _____

3. Name of individual(s) or entity(ies) seeking a contract with the city (i.e. parties to the contract).

4. List any individual(s) or entity(ies) that is a partner, parent, joint venture, or subsidiary entity(ies) of the individual or entity listed in Question 3.
 Not applicable. Contracting party(ies) does not have partner, parent joint venture, or subsidiary entities.
 Names of partner, parent, joint venture or subsidiary entities, and all the board members, executive committee members, and officers of each entity: _____

5. List any individuals or entities that will be subcontractors on this contract.
 Not applicable. No subcontractors will be retained for this contract.
 Subcontractors may be retained, but have not been selected at the time of this submission.
 List of subcontractors, including the name of the owner(s), and business name:

6. List any attorneys, lobbyists, or consultants retained by any individuals listed in Questions 3, 4, or 5 to assist in seeking this contract.
 Not applicable. No attorneys, lobbyists, or consultants have been retained to assist in seeking this contract.
 List of attorneys, lobbyists, or consultants retained to assist in seeking this contract: _____



If listing sub-consultants, kindly include a disclosure form completed by each sub-consultant

If entering your list of sub-consultants, include the **NAME OF THE OWNER & BUSINESS NAME**

CoSA Contracts Disclosure Form

Print Form

* = Required fields



City of San Antonio Contracts Disclosure Form

Office of the
City Clerk

7. Disclosure of political contributions.
List any campaign or officeholder contributions made by the following individuals in the past 24 months totaling more than \$100 to any current member of City Council, former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections:

- a) any individual seeking contract with the city (Question 3)
- b) any owner or officer of entity seeking contract with the city (Question 3)
- c) any individual or owner or officer of an entity listed above as a partner, parent, or subsidiary business (Question 4)
- d) any subcontractor or owner/officer of subcontracting entity retained for the contract (Question 5)
- e) the spouse of any individual listed in response to (a) through (d) above
- f) any attorney, lobbyist, or consultant retained to assist in seeking contract (Question 6)

Not applicable. No campaign or officeholder contributions have been made in preceding 24 months by these individuals.

List of contributions:

Name of Contributor	To Whom	Date(s) of Contribution(s)	Total Amount of Contribution(s)	Add	Delete

Updates on Contributions Required
Information regarding contributions must be updated by submission of a revised form from the date of the submission of this form, up through the time City Council takes action on the contract identified in response to Question 2 and continuing for 30 calendar days after the contract has been awarded.

Notice Regarding Contribution Prohibitions for "High-Profile" Contracts
Under [Section 2-309 of the Municipal Campaign Finance Code](#), the following listed individuals are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded:

- a) Legal signatory of a high-profile contract
- b) Any individual seeking a high-profile contract
- c) Any owner or officer of an entity seeking a high-profile contract
- d) The spouse of any of individual listed in response to (a) through (c) above
- e) Any attorney, lobbyist or consultant retained to assist in seeking a high-profile contract

Penalty. A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the contribution "black-out" period, which is the 10th business day after a solicitation has been released until 30 calendar days after the contract has been awarded.

8. Disclosure of conflict of interest.
Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under [Sections 2-43 or 2-44](#) of the City Ethics Code for any City Council member or board/commission member that has not or will not be raised by these city officials?

I am not aware of any conflict(s) of interest issues under Section 2-43 or 2-44 of the City Ethics Code for members of City Council or a city board/commission.

I am aware of the following conflict(s) of interest:



CoSA Contracts Disclosure Form

* = Required fields

Print Form



City of San Antonio Contracts Disclosure Form

Office of the
City Clerk

9. Prohibited Interest in Contracts.
Currently, or within the past twelve (12) months, have you, your spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity served on a City board or commission?

Currently, or within the past twelve (12) months, has an owner, partner or employee of a business entity in which you, your spouse, parent, child own 10% or more of the voting stock or shares, or 10% or more of the fair market value served on a City board or commission?

Currently, or within the past twelve (12) months, has an owner, partner, or employee of a business entity who owns 10% or more of the voting stock or shares, or 10% or more of the fair market value, that will be a subcontractor for this contract, served on a City board or commission?

No
 Yes

Notice Regarding Prohibited Interest in Contracts.
Please be aware, the City's Charter and Ethics Code prohibits members of certain more-than-advisory boards and commissions, as well as their close family members and any businesses they or their families hold a 10% or greater ownership interest from obtaining a contract with the City during their board or commission service. The prohibition extends to subcontracts on City contracts, and would also apply to parent, subsidiary or partner businesses owned by the member of the board or commission and their family. Please see [Section 1.41 of the City Charter](#) and [Section 2-52](#) of the City Ethics Code (Prohibited Interests in Contracts) for complete information.

Former members of certain more-than-advisory boards and commissions, their family members and the businesses they own will continue to be prohibited from obtaining any discretionary contracts for one year after leaving City service. Please see [Section 2-58](#) of the City Ethics Code (Prohibited Interest in Discretionary Contracts) for complete information.

Please note that any contract in place at the time the applicant becomes a City officer may remain in effect, but cannot be amended, extended, modified, or changed in any manner during the officer's City service on the more-than-advisory board.

If you have any questions, please contact the Office of the City Attorney to request to speak with a member of the Ethics staff: (210) 207-8940.

Acknowledgements

***1. Updates Required**
 I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract, housing and retail development incentive, or the purchase, sale, or lease of real estate to or from the City is the subject of action by the City Council, and no later than 5 business days after any change has occurred, whichever comes first. This includes information about political contributions made after the initial submission and up until 30 calendar days after contract has been awarded.

***2. No Contact with City Officials or Staff during Contract Evaluation**
 I understand that a person or entity who seeks or applies for a city contract or any other person acting on behalf of that person or entity is prohibited from contacting city officials and employees regarding the contract after a Request for Proposal (RFP), Request for Qualification (RFQ), or other solicitation has been released.

This no-contact provision shall conclude when the contract is posted as a City Council agenda item. If contact is required with city officials or employees, the contact will take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision set out in [Section 2-61](#) of the City Ethics Code by respondents or their agents may lead to disqualification of their offer from consideration.


CoSA Contracts Disclosure Form

When you click
"This is a high-
profile contract"
two additional
boxes open up for
acknowledgement



Print Form

* = Required fields

 **City of San Antonio**
Contracts Disclosure Form

Office of the
City Clerk

3. Contribution Prohibitions for "High-Profile" Contracts

This is not a high-profile contract.

This is a high-profile contract.

I acknowledge that this contract has been designated as a high-profile contract by the city. I further acknowledge that the following individuals are prohibited from making campaign or officeholder contributions to members of City Council, candidates for City Council, or political action committees that make contributions to City Council elections from the 10th business day after the solicitation has been released until 30 calendar days after the contract has been awarded: legal signatory to contract individual(s) seeking the contract, owner or officer of an entity seeking the contract, the spouse of any of these individuals, and any attorney, lobbyist, or consultant retained to assist in seeking the contract.

I warrant that no contributions have been made by these individuals in violation of [Section 2-309 of the Municipal Campaign Finance Code](#).

4. Conflict of Interest Questionnaire (CIQ)

[Chapter 176 of the Local Government Code](#) requires all contractors and vendors to submit a Conflict of Interest Questionnaire Form (CIQ) to the Office of the City Clerk, even if contract is not designated as "High Profile".

I acknowledge that I have been advised of the requirement to file a CIQ form under Chapter 176 of the Local Government Code.

***Oath**

I swear or affirm that the statements contained in this Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Your Name: _____ Title: _____

Company Name or DBA: _____ Date: 03/06/2017

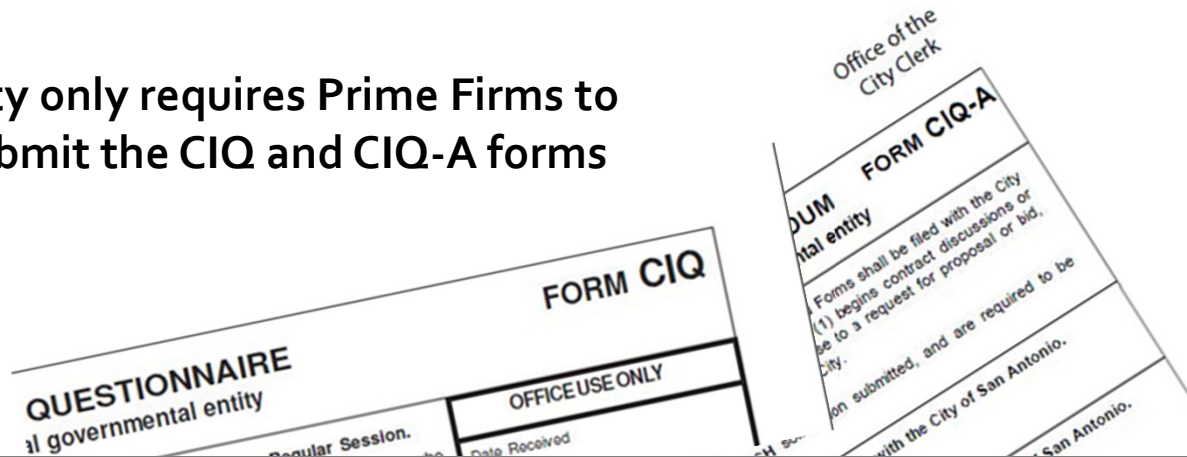
Please fill this form out online, print completed form and submit with proposal to originating department. All questions must be answered.
If necessary to mail, send to:
Purchasing
P.O. Box 839966
San Antonio, Texas 78283-3966

Print Form

Conflict of Interest Questionnaire


Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk no later than the 7th business date after the person/entity submits to the City a proposal with the City

City only requires Prime Firms to submit the CIQ and CIQ-A forms



Office of the City Clerk, City Hall, 100 Military Plaza, San Antonio, TX. 78205
Or
Office of the City Clerk, P.O. Box 839966, San Antonio, TX. 78283-3966

Conflict of Interest Questionnaire



CITY OF
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ETHICS & LOBBYISTS

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- Conflict of Interest Forms
- Contracts Disclosure Form
- Disclosure of Benefits (PDF)
- Gifts to Closely Related

ETHICS


- Petition for Declaratory Ruling (PDF)
- Recusal & Disclosure (Recusal-City Officials & Boardmembers)
- Sworn Complaint of Ethics Violation (PDF)

FINANCIAL DISCLOSURE


- Financial Disclosure Forms


LOBBYISTS

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- Learn More about the Lobbyist Management E-File System

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Conflict of Interest Questionnaire



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ETHICS & LOBBYISTS

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VENDORS & CONFLICT OF INTEREST REPORTS (CIS/CIQ)

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210.207.7032

CONFLICT OF INTEREST REPORTING

Effective January 1, 2006, members of a municipal governing body may be required to file Conflict of Interest forms under the provisions of [House Bill 914](#). Submitted forms can be found below.

SUBMITTED REPORTS

Click on a year below to view the Reports:

2017	2013	2009
2016	2012	2008
2015	2011	2007
2014	2010	2006

BLANK FORMS :

FOR VENDORS

- » [FORM CIQ: Conflict of Interest Questionnaire](#)
- » [CIQ - Addendum \(CIQ-A\)](#)
- » [Contracts Disclosure Form](#)

FOR CITY OFFICIALS


- » [FORM CIS: Local Government Officer Conflicts Disclosure Statement](#)
- » [Conflict Disclosure Statement \(CIS\) \(Recusal-City Officials & Boardmembers\) \(PDF\)](#)

RELATED LINKS

- » [Search the Lobbyist Registration System](#)

OTHER FORMS

- » [See All Ethics Forms](#)
- » [See City Clerk Forms by Topic](#)



Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<p>OFFICE USE ONLY</p> <p>Date Received</p>
1	<p>Name of vendor who has a business relationship with local governmental entity.</p>	
2	<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
3	<p>Name of local government officer about whom the information is being disclosed.</p> <p>_____</p> <p>Name of Officer</p>	
4	<p>Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Conflict of Interest Questionnaire



City of San Antonio

Office of the
City Clerk

CONFLICT OF INTEREST QUESTIONNAIRE ADDENDUM FORM CIQ-A For vendor or other person doing business with local governmental entity

This form is required in all instances where a CIQ form is required. Completed Forms shall be filed with the City Clerk no later than the 7th business day after the date the person/entity: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the City.

A CIQ and CIQ Addendum are required to be filed for EACH solicitation submitted, and are required to be submitted together.

1 Name of person who has or is seeking to have a business relationship with the City of San Antonio.

2 Name of Company that has or is seeking to have a business relationship with the City of San Antonio.

2a Business Contact information for Company listed above.

Business Address:

Phone:

Email:

3 Did Name or Description of Service

4 Printed name of person doing business with the City of San Antonio (same as denoted on Box 7 of Form CIQ).

Completed Conflict of Interest Questionnaires and Addenda should be mailed or hand-delivered separately from the solicitation (bid) to one of the following addresses:

Mailing Address: Office of the City Clerk
P.O. Box 839966
San Antonio, TX 78283-3966

Physical Address: Office of the City Clerk
City Hall, 2nd Floor
100 Military Plaza
San Antonio, TX 78205

Print Form