

# **DECLARATION OF HIGH PROFILE CONTRACT**

## **CITY OF SAN ANTONIO DEPARTMENT FOR CULTURE AND CREATIVE DEVELOPMENT**

### **ADDENDUM #1**

#### **REQUEST FOR QUALIFICATIONS (“RFQ”)**

#### **FY2017 CALL FOR PUBLIC ART QUALIFICATIONS**

**With this addendum the City of San Antonio declares this Request for Qualifications (RFQ), to be “High Profile”. As such, Campaign Finance Rules and City Ethics Code are applicable.**

#### **I. CAMPAIGN FINANCE GUIDELINES**

**Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts.** Under Section 2-309 of the Municipal Campaign Finance Code, the following 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:

1. Legal signatory of a high-profile contract;
2. Any individual seeking a high-profile contract;
3. Any owner or officer of an entity seeking a high-profile contract;
4. The spouse of any of these individuals;
5. Any attorney, lobbyist or consultant retained to assist in seeking contract.

## Declaration of High Profile Contract

**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 “black out” period Beginning August 5, 2016 (10 business days after release of solicitation), and shall remain in effect through 30 days after City Council’s approval of the awarded contract.**

Individuals, recommended for funding under this solicitation must complete the following forms, and shall be subject to a pre-contracting audit to include successful completion of the following documents, and a review through the City of San Antonio Auditor’s Office:

1. Conflicts of Interest Form
2. [FORM CIQ: Conflict of Interest Questionnaire](#)  
(Effective 09/01/2015)  
[CIQ - Addendum \(CIQ-A\)- Conflict of Interest Questionnaire Addendum](#)
3. [Contracts Disclosure Form](#) (Section 2-59 – 2-61) of the City’s Ethics Code
4. Form 1295- Certificate of Interested Parties <https://www.ethics.state.tx.us/tec/1295-Info.htm>

**\*\*\*IMPORTANT ALERT\*\*\***

(All Applicants must comply with this requirement as stated)

## **II. The City of San Antonio Ethics Code Sec. 2-61. Prohibited contacts during contract solicitation period.**

“A person or entity who seeks or applies for a City contract or any other person acting on behalf of such person or entity, is prohibited from contacting City officials and employees as defined in Section 2-62 regarding such a 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 and employees, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.”

**RFP Issued:**

**July 29, 2016 2016**

**SUBMITTAL DEADLINE:**

**Monday, September 12, 2016 at 4:30 PM., LOCAL TIME**