



Dear Procurement Officer,

The Legislative Budget Board's (LBB) Contracts Oversight Team (COT) sends out periodic emails to apprise contracts database users of new developments. We are kicking off the new calendar year with a few communications initiatives, including a [database user survey](#) and a [contracting issues reporting page](#). As we continue to make improvements to our system, we want to give all database users an opportunity to provide feedback.

**Database User Survey:**

The COT wants to hear about the common types of challenges agencies face in entering data into the LBB's contracts database. As an expert on procurement at your agency, we greatly appreciate your insights. Many of the challenges and constraints included in the survey may be outside the control of procurement staff or external to the agency, but may be mitigated by statewide strategies. As such, we hope to use the aggregated responses to understand patterns across agencies so we can focus our work on the issues and constraints that are most important and challenging to agencies.

<https://www.surveymonkey.com/r/2LSYPP5>

We estimate that the survey will take approximately 15 minutes to complete. A progress bar at the bottom of the screen will track how much of the survey you have left to complete. Please answer questions and provide estimates on the frequency of technical issues, responsiveness of the [contract.manager@lbb.state.tx.us](mailto:contract.manager@lbb.state.tx.us) account, and the most common type of reporting issues. Reporting issues could be interpreting and applying the reporting requirements. Technical issues involve issues with the database website itself.

If you have any questions about this survey, please feel free to contact the COT by email ([contract.manager@lbb.state.tx.us](mailto:contract.manager@lbb.state.tx.us)).

**Contracting Issue Reporting:**

Texas' procurement staff is the best equipped to spot unmitigated risk in state contracting. As such, we are interested in offering state employees a way to report anomalies or unethical practices in state contracting. The LBB has established a dedicated webpage that allows state employees and citizens to report contracting issues. Issues that could be reported include practices inconsistent with the Texas Contract Management Guide, as well as noncompliance with any state contracting regulations. You can report a state contracting issue through this web form:

[http://www.lbb.state.tx.us/Contracts\\_Contact.aspx](http://www.lbb.state.tx.us/Contracts_Contact.aspx)

**Note that the LBB cannot provide whistleblower protections to state employees who report on this webpage.** If you wish to receive whistleblower protections, please report your contracting issue to law enforcement. Those reporting state contracting issues are welcome to do so anonymously. However, you should be aware that the COT will likely have follow up questions if further review is warranted. Therefore, we encourage those reporting state contracting issues to provide a personal email address on the above web form. Personal email addresses are generally not subject to open records requests, and will allow you to remain anonymous (See Government Code Section 552.137).

The COT appreciates your effort to keep the contracts database updated, and welcomes your continued input. We look forward to getting your feedback, and making continued improvements to our contract reporting system. Contact the COT by e-mail ([contract.manager@lbb.state.tx.us](mailto:contract.manager@lbb.state.tx.us)) with any questions you may have.

Sincerely,

Jacob Pugh  
Contracts Oversight Team Manager  
Texas Legislative Budget Board