

**LEGISLATIVE BUDGET BOARD
CONTRACTS OVERSIGHT
AND TECHNOLOGY TEAM**



ID: 3547

OCTOBER 2016

Dear Procurement Officer,

The Legislative Budget Board's (LBB) Contracts Oversight and Technology Team (COT2) sends out periodic emails to keep Contracts Database users apprised of new developments.

FY 2017 Reporting:

Fiscal year 2017 contracts may now be reported through the Contracts Database. While some contracts are not required to be reported until 30 days after the close of the fiscal year, we encourage agencies to report contracts throughout the year to manage the end-of-year workload. The Contracts Database is the primary source of information used by taxpayers, members of the legislature, other state agencies, and LBB staff to inform legislative deliberations regarding contracting. Having up-to-date information presents the most accurate picture of contracting activity to the Legislature.

CAPPS Interface:

The new interface between the LBB Contracts Database and the Centralized Accounting and Payroll/Personnel System (CAPPS) went live on August 8th, 2016. This interface, available to all agencies and institutions of higher education (IHE) using CAPPS Central, transfers select contract information from CAPPS to the LBB database. Agencies and IHE must then verify this transferred information and load any required supplementary documents, such as the contract or solicitation documents. We strongly encourage agencies to take advantage of this interface, as it can significantly reduce your workload and minimize potential data entry errors.

Manual entry into the LBB Contract Database does not relieve the requirement to enter the contract record data into CAPPS.

The following agencies have successfully transferred contracts into the LBB Contracts Database through the CAPPS interface:

- Public Utility Commission of Texas
- Texas Comptroller of Public Accounts
- Texas Department of Motor Vehicles
- Texas Juvenile Justice Department
- Texas Military Department.

If you need further guidance on using the new CAPPS interface, a CPA tutorial can be accessed by clicking [here](#). For further information, please click [here](#) to view all available CAPPS courses and training materials.

New Contract Reporting Infographic:

A new infographic outlining contract reporting requirements has been created to assist agencies and IHEs in determining what constitutes a reportable contract and what the specific reporting requirements are for the various types of contracts. Click [here](#) to view the infographic on the new LBB website.



LEGISLATIVE BUDGET BOARD Overview of Contract Reporting Requirements

CONTRACT REPORTING REQUIREMENTS

WHAT IS A REPORTABLE CONTRACT?
An agreement to acquire goods or services that exceeds the dollar thresholds described to the right. This includes contracts, purchase orders, interagency agreements, grants, and any other kind of purchase of goods or services.

WHAT NEEDS TO BE REPORTED?
Contract information must be submitted to the LBB Contracts Database by the required deadline. The solicitation, contract, and any other required documents must also be attached. Some exemptions do apply.

WHERE CAN I LEARN MORE?
Visit <http://contracts.lbb.state.tx.us/> or email contract.manager@lbb.state.tx.us for more information on reporting requirements, exemptions, attestation letters, and other frequently asked questions.

| | >\$14 THOUSAND | >\$50 THOUSAND | >\$100 THOUSAND | >\$1 MILLION | >\$10 MILLION |
|--|--|--|--|---|---------------|
| <div style="background-color: #ADD8E6; padding: 5px; margin-bottom: 5px;"> <p>CONSTRUCTION Due 10 days after award 2166.2551 Government Code</p> </div> <div style="background-color: #ADD8E6; padding: 5px;"> <p>PROFESSIONAL OR CONSULTING SERVICES Due 10 days after award 2254.006, 2254.0301 Government Code</p> </div> | <div style="background-color: #ADD8E6; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> </div> <p>ALL CONTRACT TYPES Due 30 days after End of Fiscal Year GAA Article IX, Sec 7.04</p> | <div style="background-color: #ADD8E6; padding: 5px; margin-bottom: 5px;"> <p>MAJOR INFORMATION SYSTEMS Due 10 days after award 2054.008 Government Code</p> </div> | <div style="background-color: #ADD8E6; padding: 5px; margin-bottom: 5px;"> <p>NON-COMPETITIVE/ SOLE SOURCE Due 10 days before FIRST payment REQUIRES ATTESTATION LETTER GAA Article IX, Sec 7.12</p> </div> <div style="background-color: #ADD8E6; padding: 5px;"> <p>EMERGENCY Due 48 hours after FIRST payment REQUIRES ATTESTATION LETTER GAA Article IX, Sec 7.12</p> </div> | <div style="background-color: #ADD8E6; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> </div> <p>ALL CONTRACT TYPES Due 10 days before FIRST payment REQUIRES ATTESTATION LETTER GAA Article IX, Sec 7.12</p> | |

DOCUMENT ID: 3288

JULY 2016

Legislative Interest in Contracting:

Procurement and contracting practices at state agencies is expected to be an ongoing topic of discussion during the upcoming legislative session. LBB staff, along with staff from the Comptroller’s Office and Department of Information Resources, testified at a September 15th, 2016 Senate Finance Committee hearing on the implementation of required changes to state agency contracting, purchasing, and accounting procedures. Additionally, LBB staff testified at a September 22nd, 2016 House Appropriations hearing on the ongoing implementation of SB 20 and Article IX. Sec. 7.12 of the General Appropriation Act (GAA). There was specific interest

from legislators on whether agencies and IHE are implementing the Contract Management Guide consistently, and the various methods that agencies use to comply with standards for Historically Underutilized Businesses.

Continued Efforts to Identify Unreported Contracts:

COT2 is continuing its efforts to help agencies identify reportable contracts not currently in the Contracts Database. Our team is analyzing CPA payment data to identify vendors that have received payments but for which we cannot identify a corresponding entry in the Contracts Database. *COT2 wants to emphasize that any list of payments we provide you is not necessarily a checklist of contracts that need to be reported.* Instead, this information is a guide to be used by your agency to identify reportable contracts that are not yet entered into the Database.

In general, agencies and IHE should report their highest value contracts to the LBB as soon as possible. COT2 has assisted numerous agencies with prioritization of reporting and, as always, encourages state agencies and IHE to reach out with any concerns or difficulties and to establish timetables for reporting.

On-Site Training:

LBB continues to work with agencies and IHE on interpreting the reporting requirements and using the Contracts Database. While we strive to provide robust support through reference documents and customer service, we understand that a site visit can often make a big difference in supporting contract reporting compliance. At your request, the COT2 is happy to perform on-site training for procurement and contracting staff or to executive management. This service is available to all database users, and can vary from general overviews of database use to specific issues with reporting. Please contact us through email in order to arrange an on-site training session with COT2 staff.

Please feel free to contact the COT2 at Contract.Manager@lbb.state.tx.us with any questions you may have.

Sincerely,

Jacob Pugh
Manager, Contracts Oversight and Technology Team
Texas Legislative Budget Board
jacob.pugh@lbb.state.tx.us