



Dear Procurement Staff,

The Legislative Budget Board (LBB) is providing brief guidance on reporting emergency contracts and procurements related to Hurricane Harvey. We know many of you are involved in direct response activities and have other responsibilities to ensure your continued operation; we ask that you provide this reporting as promptly as you responsibly can under the circumstances.

As you know, the Governor has authorized the use of all available state resources to respond to Hurricane Harvey. This includes the temporary suspension of state statutes and rules related to contracting or procurement if the rule impedes your agency's emergency response capabilities to protect life or property.

All emergency procurements over \$50,000 (GAA, Article IX, Section 7.04) should be reported to the LBB Contracts Database within 30 days of execution. In addition, any emergency procurement valued over \$1 million (GAA, Article IX, Section 7.12) should be reported either before the first payment is issued or within 30 days of execution.

When reporting an emergency procurement issued because of Hurricane Harvey, we ask that you please:

1. Select the "No, Emergency Procurement" option when asked if the contract was competitively procured.

A screenshot of a web form. The question is "Was the contract competitively procured pursuant to the provisions of the State Procurement Manual?". A dropdown menu is open, showing the following options: "Select Answer", "Select Answer", "Yes", "No, non-emergency sole source procurement", "No, emergency procurement" (highlighted in blue), "No, inter-agency agreement", and "No, provider enrollment".

2. Check the "Not applicable" box when prompted for the Solicitation Posting Date, and provide an explanation in the resulting text box.

A screenshot of a web form. The label is "Solicitation Posting Date:". There are two radio buttons: "Information Unavailable" (unchecked) and "Not Applicable" (checked). Below the radio buttons is a text box containing the text "Hurricane Harvey emergency procurement. Section 418.016, Government Code". To the right of the text box is the instruction "Please briefly explain why you do not have a Solicitation Date".

3. When providing an explanation in the resulting text box, please reference Hurricane Harvey and/or the Governor's declaration.

We appreciate your efforts to keep the public safe, and report accurate contracting information. Please feel free to contact the COT by e-mail (Contract.Manager@lbb.state.tx.us) with any questions you may have.

Sincerely,

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