



Dear Procurement Officer,

We are reaching out to you regarding contract reporting developments, as a part of the Legislative Budget Board's (LBB) efforts to improve reporting into the contracts database.

**Contracts Database Interface**

On August 1, as we move toward mandatory use of the new contract entry interface, you will see some changes. The contract database will automatically direct users to the new contract entry interface by default, with the option to return to the old interface temporarily. The old interface will no longer be available for use after September 1, 2018.

- The same user credentials will work for the new interface
- No existing data will be affected by the transition
- Training materials will soon be released to help you and your team understand and navigate the new interface

We encourage database users to use the new interface and submit feedback or recommendations for improvements. Our goal is to make contract reporting as easy as possible, and this is an opportunity for you to assist. Please try out the new interface, gather suggestions, and send them to [Contract.Manager@lbb.texas.gov](mailto:Contract.Manager@lbb.texas.gov).

**10% Amendment Reporting Requirement**

LBB staff will send the next round of spreadsheets to agencies in August 2018.

Article IX, Section 7.04(g)(h), General Appropriations Act contains a new requirement to report amendments which increase contract values by 10% or more. LBB staff will send pre-populated spreadsheets listing contracts with amendments that meet the threshold to affected agencies and institution of higher education

- Listed contracts are only those with amendments that increase the contract value over 10%
- Agencies need to verify the information and add comments for amendments over \$1 million
- Agencies need to return the spreadsheet to your LBB Contract analyst within 10 business days
- Agencies only need to respond once they receive a spreadsheet from LBB Staff

**Contract Cost Containment**

Under Article IX, Section 17.10, LBB staff recently contacted affected agencies to complete a cost containment report. Please return the completed worksheet to your LBB Contract analyst via email by September 7th, 2018. If your agency did not receive correspondence, your agency is not affected.

We appreciate your effort to report accurate contract information, and your partnership in improving the contracts database.

Sincerely,  
Jacob Pugh  
Contracts Oversight Team Manager  
Texas Legislative Budget Board