LBB CONTRACTS DATABASE

QUICK START GUIDE FOR USERS
LBB DATABASE QUICK START GUIDE:
NAVIGATION

The Legislative Budget Board (LBB) Contracts Database can be found at http://contracts.lbb.state.tx.us
You will need to use version 9 or newer of Internet Explorer to access the database.
This is how the LBB Contracts Database appears to the general public. Use the LOGIN link to access your agency’s account, find all contracts and amendments associated with your agency, and submit new contracts to the database.

After selecting LOGIN and entering your agency credentials, you will be brought to this default screen. Here you can SEARCH/EDIT your agency contracts, get HELP from the LBB, or click LOGOFF to return to the public page.

Select the ENTER NEW CONTRACT button to begin a new entry.
LBB DATABASE QUICK START GUIDE: ENTERING A NEW CONTRACT

Selecting ENTER NEW CONTRACT will bring you to this screen. All required fields for contract submission are marked with a red *asterisk*. You can save your entry and come back and edit it later, but it WILL NOT be officially submitted until the marked fields are complete, and you hit SUBMIT TO LBB at the bottom of the page. Contracts that are saved, but not submitted, are not considered reported under statute.

Enter unique contract ID# here.

**Please note that more than one requirement may apply**.

Select STATUTE REFERENCES for more info

Use NOT APPLICABLE if there was no solicitation for your contract. If the data is missing, use INFORMATION UNAVAILABLE.

Use NO SET DATE if there is no set end date for the contract.

The DATES associated with your contract should be entered into these fields.

Select one answer to designate the contract as COMPETITIVELY PROCURED or not.

These checkboxes allow you to select all the REPORTING CODES that apply to your contract.
LBB DATABASE QUICK START GUIDE: ENTERING A NEW CONTRACT

The CURRENT CONTRACT VALUE includes the value of the contract, any amendments, and any exercised extensions or renewals, i.e. the total amount currently obligated.

- Current Contract Value: (Excludes Options not Exercised)
- Maximum Contract Value: (Excludes Options not Exercised)
- Is this a revenue generating contract?  
  - Yes  
  - No
- # of Bids Received:

The NUMBER OF BIDS in response to your solicitation goes here.

This field requires you to allocate the expected contract payments over the contract term.

Enter NIGP commodities codes associated with your procurement. Select multiples by holding the Ctrl button.

Select a purchase category code from this dropdown menu.

You can find the VENDOR for your contract either by their ID or through a text search. The results will appear in the dropdown menu for you to choose.

Institutions of Higher Education will be able to enter new vendors not listed with the Comptroller.

Finally, to add attachments you must first enter the number of attachments you want on this record…

… then click the ADD ATTACHMENTS button. This will redirect you to the attachments screen.

Please note that these figures have to add up to the CURRENT CONTRACT VALUE. If they do not, you will receive an error message and will not be able to submit your contract into the database.

If you checked NO SET COMPLETION DATE on the previous screen, explain why here.

The MAXIMUM CONTRACT VALUE includes the value of the contract, any amendments, and any potential extensions or renewals, i.e. the total amount that could be obligated.

Use this to differentiate between REVENUE GENERATING (any contract resulting in a net financial gain for the agency) and non-revenue generating contracts.
LBB DATABASE QUICK START GUIDE: ENTERING A NEW CONTRACT

This screen is where you can manage the attachments for this contract entry.

Use the BROWSE button to find attachments on your computer.

Use these buttons to return to the main screen, with or without attachments.

Legislative Budget Board

Please redact all proprietary or confidential information from your attachments before submitting them to the LBB Contracts Database. This information will be available to the public after submission.

After hitting ATTACH DOCUMENTS & RETURN, you will be directed to the main contract entry screen. Note that the attachments you added now appear within the ATTACHMENTS box. If you want to remove an attachment, select the check box next to the attachment and hit the DELETE ATTACHMENT button.

If you choose to SAVE your contract, only your agency can see it. It will not be available to the public, and will not be considered submitted for statutory purposes. You can edit a saved contract, and submit it later once you are satisfied with its content. SAVE often, since data will be lost if the application is inactive for more than 30 minutes.

Remember that all REQUIRED FIELDS for contract submission are marked with a red *asterisk*. A contract becomes locked after it is submitted to LBB. If you need to correct a data entry error, please contact LBB staff for assistance. After a contract is submitted, an AMEND CONTRACT button will appear at the bottom of the contract screen. The contract and all associated amendments will become available to the public after their submission.
LBB DATABASE QUICK START GUIDE: SEARCHING YOUR CONTRACTS

Clicking on SEARCH/EDIT from your agency default page brings you here. This allows you to search the LBB’s database for contracts and amendments your agency has either SAVED or SUBMITTED. To see a total list of all contracts and amendments for your agency, hit SEARCH without adding more detail in the fields.

To being a new search, select the FISCAL YEAR from this drop down menu…

Select the AGENCY, which typically default based on your login credentials…

… VENDOR name can be searched by ID or name, and chosen from this dropdown menu…

…CONTRACT VALUE, including the minimum and maximum values…

… and finally, the CONTRACT ID that is associated with your search.

You can SEARCH contracts by clicking here. Remember, your search will yield more specific results if you include more information in the fields. Leaving all the fields blank will show all of your agency or institution’s contracts.
LBB DATABASE QUICK START GUIDE: AGENCY VS PUBLIC SEARCH RESULTS

Public searches and agency searches of the LBB database yield different levels of detail. Based on the fields you enter into your agency homepage, you can search public or agency contracts that are stored in the LBB Contracts Database. The first table below is how SEARCH results will appear to your agency. All data from the fields submitted can be found if you scroll to the right.

This view is only available to your agency, and shows each contract and associated details.

These EDIT buttons can be used to add an amendment to your contract. Note that amendments become public information after submission.

<table>
<thead>
<tr>
<th>Code</th>
<th>Agency</th>
<th>Contract</th>
<th>History</th>
<th>Award Date</th>
<th>Max Contract Amount</th>
<th>Bids</th>
<th>Vendor</th>
<th>Attachments</th>
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<tbody>
<tr>
<td>734</td>
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<td>$15,000.00</td>
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</tbody>
</table>

Your agency is able to see the value of each contract and amendment. The public view below will only include final amended contract values.

<table>
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<tr>
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<th>Contract</th>
<th>Award Date</th>
<th>Max Contract Amount</th>
<th>Bids</th>
<th>Vendor</th>
<th>Attachments</th>
</tr>
</thead>
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</tbody>
</table>

(This is how the public will see your agency’s contract submissions.)
LBB DATABASE QUICK START GUIDE:
HIGHLIGHTS & TAKEAWAYS

- The LBB Contracts Database can be found at http://contracts.lbb.state.tx.us

- The LOGIN button allows you to access your agency-specific homepage.

- The SEARCH feature on the homepage will yield better results with more information entered into the fields.

- When you decide to ENTER NEW CONTRACT, all fields marked with a red asterisk must be completed before final submission.

- All amounts should be entered without commas or dollar signs.

- Attachments to database entries should be in a searchable PDF format.

- All redactions should be done BEFORE documents are attached to database entries.

- If you are unsure of information, or need to come back to your submission, you can click SAVE instead. This will hold your contract entry indefinitely until you come back and fill in any missing information.

- SAVE frequently, since data will be lost if the application is inactive for 30+ minutes.

- To complete the submission you must click SUBMIT TO LBB.

- Clicking SUBMIT TO LBB locks all the data fields in your contract, and posts it online for the public to see.

- After you click SUBMIT TO LBB, an AMEND CONTRACT button will appear at the bottom of the contract screen.

- You cannot change or delete the contents of a contract submission after it has been posted. Instead, you must update the contract with an official AMENDMENT. If you need to correct a data entry error, please contact LBB staff for assistance.

- Amending a contract will not change the content of the original submission. Only the latest version of each contract will be shown on the public website.

- Any questions should be directed to contract.manager@lbb.state.tx.us or you can call 512-463-1200.