

LBB CONTRACTS DATABASE: TRANSITION GUIDE

- On September 1, 2015 the Legislative Budget Board (LBB) will deploy a new Contracts Database. This database is the single portal for reporting contract information to the LBB. The database is also the vehicle to provide the LBB with copies of contracts, solicitations, and Article IX, Section 7.12 attestation forms.
- Prior to uploading any documents to the database, confidential and/or proprietary information contained in these documents should be redacted as the documents will be made publically available on the LBB website.
- Because the old database will still be available for historical research, only some existing contracts will be migrated to the new LBB Contracts Database.
- The LBB will transfer from the old database to the new database previously reported contracts that are effective beyond 8/31/2015.
- The transferred contracts will be in a “saved” state once imported to the new database. This means that the contract will neither be available to the public, nor considered “submitted” under statutory requirements.
- Since the new LBB Contracts Database contains new data fields, agencies will need to go through the transferred contracts and update the new fields.
- Data fields that will need updating include:
 - Vendor Name
 - Commodity Code
 - Purchase Category Code
 - Reporting Code
 - Date of Agency Approval
 - Budget by Fiscal Year
 - Date of Purchase Requisition
 - Date of Solicitation
 - Number of Bids Received
 - Competitive/Non-Competitive
 - PDFs of Contracts, Solicitations, and Attestation (if applicable)
 - Revenue-Generating
- After agencies verify the accuracy of their transferred contracts, the contracts can then be officially submitted to the LBB.
- Agencies and institutions of higher education with a high volume of contracts should prioritize the entry and update of contracts that exceed \$1 million.
- If an agency or institution requires time beyond 9/30/2015 to update transferred records, it should contact LBB staff to develop an agreed upon time line for completing data entry.
- Compliance with some of the new contract reporting requirements that start on 9/1/2015 may include adding an attestation attachment to contract entriesⁱ. All transferred contracts will also need to have their appropriate documents attached to comply with requirements.
- Agencies and institutions should submit PDFs of documents that are searchable (not scanned) and use a naming convention that readily identifies the content of the file.
- Some contracts may expire on 8/31/2015, but will be renewed in fiscal year 2016. Since the term of these contracts will not be active beyond 8/31/2015 at the time of the automatic transfer, they will not be migrated.
- LBB staff can help with the transfer of a contract to the new database that is not done automatically. For such contracts, agencies and institutions should compile an excel spreadsheet of contract numbers which need to be exported to the new database. These contracts can then be migrated to the new LBB Contracts Database, and verification/submission can occur.

ⁱ Article IX, Section 7.12 of the 2016-17 General Appropriations Act requires the executive of the awarding agency to certify that the contract award complied with certain requirements and that adequate contract management controls are in place. This requirement applies to contracts over \$10 million or over \$1 million if awarded as an emergency contract or not competitively awarded.