

Reporting Contract Information to the Legislative Budget Board

The Seventy-eighth Legislature, 2003, requires that not later than the 10th day after a state agency or institution of higher education enters into

1. a contract for \$14,000 or more for consulting services as defined by Section 2254.021(1), Government Code;
2. a contract for \$14,000 or more for professional services as defined by Section 2254.002(2), Government Code;
3. a contract for \$14,000 or more for construction services;
4. a contract for \$100,000 or more for major information systems as defined by Section 2054.008, Government Code; or
5. a contract for \$50,000 or more for goods or services that are not consulting services, professional services, construction services or major information systems,

the agency or institution shall provide written notification to the Legislative Budget Board (LBB), on a form provided by the LBB. The notification requirement established by this section also applies to any amendment, notification, renewal or extension of a contract subject to this section. Interagency contracts or contracts for medical or optometric services are not required to be reported.

If an agency or institution has a contract that initially did not meet the \$14,000 threshold and then was amended or renewed to be greater than the threshold, a notification must be sent. If the contract was initially \$14,000 or greater and then was amended to be less than that amount, a notification must be sent so that the contract can be removed from the database.

In some cases, it would be prohibitive to have an agency or institution try to adhere to the 10-day reporting requirement. In that instance, we allow agencies and institutions with large numbers of contracts to send us reports weekly or monthly. At the end of the fiscal year, the LBB issues a reminder letter to all agencies and institutions asking them to report any contracts they may have overlooked during the past fiscal year. If an agency or institution has not entered into a contract that meets the requirements, they are required to send us a letter signed by the director stating that fact.

Agencies sometimes confuse these contract reporting requirements with the consulting contract notice of intent requirements that are coordinated through the Governor's Office of Budget and Planning (GOBP). There are some notable differences in the two:

GOBP consulting notice of intent requirements	LBB contract reporting requirements
Government Code section 2254.028.	Government Code sections 2054.008 (major information systems), 2166.2551 (construction projects), 2254.006 (professional services), and 2254.0301 (consulting services), plus additional requirements instituted by the LBB.
Consulting contracts only .	All contracts \$14,000 or greater.
Notify GOBP before executing consulting contract, LBB is cc'ed on the notification.	Notify LBB only after executing the contract.
Must receive finding of fact letter from the GOBP before executing consulting contract.	No approval from LBB needed to execute the contract.

Guidelines for Data Submission

Data **must be submitted as a spreadsheet document** from the spreadsheet application Excel. (Spreadsheets found in most word processing packages cannot easily be read by the database.) Data must be forwarded to the Legislative Budget Board as a spreadsheet file attached to an e-mail message or on a 3 ½" diskette. Column headings must match the example below. Any questions should be referred to Keisha J. Gray at (512) 463-1200 or Keisha.Gray@lbb.state.tx.us.

Column	Column Title	Description
A	Agy Name	Name of the agency or institution of higher education.
B	Agy No	Three-digit agency number.
C	Contractor	Complete name of the contractor, with no abbreviations. If the contractor is an individual, list the name with the last name first.
D	Payee ID	Comptroller's 11-digit PIN number used on payment vouchers. This should be the same as the Tax ID number for the company. <i>Example: 1-74-13618517</i>
E	Contractor Address	Billing address of the contractor. Include street, P.O. box, city, state and ZIP code as applicable.
F	Contract Number	Unique number assigned by the agency to identify a specific contract. This may be any combination of alpha/numeric characters. If it is at all possible, create contract numbers that are unique to the project and the contractor. DO NOT give the same contract number to different contractors for the same project. <i>Example: CPA00-26-386</i>
G	Subject	A brief (no more than 60 characters) descriptive statement to uniquely identify the contract. Please do not use simply "professional services" or "consulting services." <i>Example: Electrical wiring for the Taft Building.</i>
H	Contract Type	Enter "P," "C," "L," "I," or "O" depending on criteria as follows: (P) rofessional: contracts for services rendered by a worker with specialized knowledge who may or may not be licensed or registered. <i>Examples: accounting services, external audits, engineers, etc.</i> (C) onstruction: contracts for construction, remodeling, land improvements, etc. <i>Examples: making repairs to an old or damaged building, ADA-required remodeling, laying down sod, etc.</i> Consu(L) tant: contracts providing services that, in part, involve study of or advice to the contracting entity. <i>Examples: supervising a project, providing research, examining strategies, etc.</i> Major (I) nformation Systems: contracts for (1) computers that cost more than \$100,000; (2) services related to computers, including computer software that costs more than \$100,000; (3) a telecommunications apparatus or device that serves as a component of a voice, data, or video communications network for transmitting, switching, routing, multiplexing, modulating, amplifying, or receiving signals on the network that costs more than \$100,000. <i>Examples: mainframe computers, word-processing software for campus computer labs, wiring dormitories for the Internet, etc.</i> (O) ther: contracts that do not fit into any of the previous categories.
I	Category	Secondary identification of contract: IR: Information Resources; includes, but is not limited to, computers and telecommunication, including hardware and software purchases. Pur: Purchases; includes, but is not limited to, purchases of large quantity of supplies, materials and food. Bus: Business; includes, but is not limited to, office-related, legal, accounting, financial audits, etc. Perf: Professional; includes, but is not limited to, studies, reviews, surveys, performance audits, etc. Other: any items that do not fit into the above categories.
J	Award Date	Origination date of the contract. Please include the year. <i>Example: 02/25/2000</i>
K	Completion Date	Completion date of the contract. Please include the year. <i>Example: 11/30/2003</i>
L	Cost	Total amount of the contract rounded to the nearest whole dollar.

M	FY	Fiscal year associated with the FY Cost (see below), or the first fiscal year that funds will be expended.
N	FY Cost	Amount expended or budgeted for the first fiscal year of the contract. Additional years' expenditures can be detailed after the last column of the chart.
O	Explanation	Short narrative description of the purpose of the contract. <i>Example: Prepare year-end financial audit for agency.</i>
P	Alternatives	Short narrative description of the alternatives available. <i>Example: Remote location with no in-house expertise.</i>
Q	Cont Emp	Any contracting parties who were previously on the agency's payroll and their last date of employment. <i>Example: Phillip Freeman, 4/13/1999.</i>

A few suggestions that will make your e-mail and diskette submissions easier to transfer into the database:

- **Please use only the listed spreadsheet programs.** Table or chart programs that come with word processing packages cannot be read by the database.
- **Please format your spreadsheets and input information exactly as the Legislative Budget Board requests.** This makes it easier to import the information directly into the database.
- **If you submit a disk, please put a full-sized adhesive label on the disk. Identify the agency, list a contact name, phone number, and e-mail address (if possible) and put a date the disk.** This makes it easier to identify the disk if it gets separated from other identifying information (envelope, cover sheet, etc.)
- **If you submit through e-mail, please identify your agency and list a contact name and phone number.** This makes it easier to contact you if there are problems with the e-mail system.
- **Please put all information for a section into ONE field. DO NOT give separate fields for cities, states, ZIP codes or any other fields not requested.** You DO NOT have to place information into two separate rows or columns to "make it fit." If the information is "wider" than the column in the spreadsheet, the computer can still "read" the information.
- **Please do not put blank rows or columns between the rows or columns containing data.** These rows and columns make it difficult to import the information directly into the database. The "Cont Emp" column described above should be the "Q" column of the chart.
- **Please do not use all capital letters in the database fields unless needed.** The database is used to prepare a comprehensive report for the Texas Legislature, and normal sentence case is much easier to read.

HELPFUL HINTS FOR YOUR CONTRACT SUBMISSIONS

Agencies will forward to the Legislative Budget Board two types of data for the contracts database: information on **new contracts** and **amendments for existing contracts**. If a contract has had no changes, you do not have to resubmit it.

If you are submitting data for a new contract, please indicate as such. If you are submitting **amended** data for an **existing** contract, please indicate as such, and update the necessary field to reflect the new information. **This is especially important for the “Contract Number,” “Award Date,” “Completion Date,” and “Cost” fields.**

Example: In January, the Citizen’s Protection Agency (CPA) submits information on contract 98-CP-25481 with Red Rock Granite Company. The contract was awarded on 3/22/98 and expires 7/19/98. The amount of the contract is \$42,154.

Agy Name	Agy #	Contractor	Payee ID	Contractor Address	Contract Number	Subject	Contract Type	Category	Award Date	Completion Date	Cost	FY	FY Cost	Explanation	Alternatives	Cont Emp
Citizen Protection Agency	998	Red Rock Granite Co.	1-74-526489715	6497 South Wilson Street, Suite 622, Tuna, TX 78611	98-CP-25481	Granite purchase	Construction	Other	3/22/98	7/19/98	\$42,154	98	\$25,000	Granite purchase for southeast steps	none	none

In March, CPA submits changes to this contract. The completion date is extended and the amount of the contract is increased by \$2,458. CPA’s new submission will look like this:

Agy Name	Agy #	Contractor	Payee ID	Contractor Address	Contract Number	Subject	Contract Type	Category	Award Date	Completion Date	Cost	FY	FY Cost	Explanation	Alternatives	Cont Emp
Citizen Protection Agency	998	Red Rock Granite Co.	1-74-526489715	6497 South Wilson Street, Suite 622, Tuna, TX 78611	98-CP-25481	Granite purchase	Construction	Other	3/22/98	9/3/98	\$44,612	98	\$25,000	Granite purchase for southeast steps	none	none

The “Completion Date” and “Cost” cells have been modified to reflect the changes in the contract. No other changes have been made to the data.

EXAMPLES OF **INCORRECT** SUBMISSIONS

If an amendment is submitted for a contract that lists only the amount of the contract increase, the data will be entered into the computer without adding the increase to the existing contract amount.

Incorrect Entry #1: below, amended information replaces the previous entry, and the entry now reflects only the amount of the amendment and not the total cost of the project.

Agy Name	Agy #	Contractor	Payee ID	Contractor Address	Contract Number	Subject	Contract Type	Category	Award Date	Completion Date	Cost	FY	FY Cost	Explanation	Alternatives	Cont Emp
Citizen Protection Agency	998	Red Rock Granite Co.	1-74-526489715	6497 South Wilson Street, Suite 622, Tuna, TX 78611	98-CP-25481	Granite purchase	Construction	Other	3/22/98	7/19/98	\$2,458	98	\$25,000	Granite purchase for southeast steps	none	none

If an amendment is submitted for an existing contract with a different contract number, the amendment will be treated as a separate contract and not an amendment to an existing contract.

Incorrect Entry #2: below, the amended information has a different contract number from the original contract, and is identified as a separate contract.

Agy Name	Agy #	Contractor	Payee ID	Contractor Address	Contract Number	Subject	Contract Type	Category	Award Date	Completion Date	Cost	FY	FY Cost	Explanation	Alternatives	Cont Emp
Citizen Protection Agency	998	Red Rock Granite Co.	1-74-526489715	6497 South Wilson Street, Suite 622, Tuna, TX 78611	98-CP-25481	Granite purchase	Construction	Other	3/22/98	7/19/98	\$42,154	98	\$25,000	Granite purchase for southeast steps	none	none
Citizen Protection Agency	998	Red Rock Granite Co.	1-74-526489715	6497 South Wilson Street, Suite 622, Tuna, TX 78611	98-CP-25481A	Granite purchase	Construction	Other	3/22/98	9/3/98	\$44,612	98	\$25,000	Granite purchase for southeast steps	none	none