



LEGISLATIVE BUDGET BOARD

Searching the LBB Contracts Database

Instructions for Users

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Document Conventions

This document may use the following symbolic conventions:



Caution: This symbol warns you of the possible loss of data.



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

Overview

The Texas Government Code requires state agencies, with certain exceptions, to report major information system, construction, professional and consulting contracts to the Legislative Budget Board (LBB). In addition, the General Appropriations Act (GAA) for the 2016-17 biennium, Article IX, Sections 7.04 and 7.12, require state agencies and institutions of higher education to report other contracts to the LBB. Section 322.020 of the Government Code requires the LBB to make this information publicly available on its website. The Contracts Database displays contracts, bid solicitations, attestation forms, and related information as submitted to the LBB.

On September 1, 2015, the LBB deployed 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. **This document contains instructions for using this application to search for contract information.**

The following entities are exempt from providing contracts and solicitation documents under the Government Code:

- University systems;
- Institutions of higher education;
- The Texas Department of Transportation;
- The Health and Human Services Commission;
- The Department of Aging and Disability Services;
- The Department of Assistive and Rehabilitative Services;
- The Department of Family and Protective Services; and
- The Department of State Health Services.

These agencies still need to enter contract, bid solicitation, and amendment information into the database, but do not have to attach the associated files. They are however, required to provide attestation forms under GAA Article IX, Section 7.12.

Contact Information

Contact contract.manager@lbb.state.tx.us or call 512-463-1200 with questions regarding the Contracts Database.

Searching the Contracts Database

To search for state contracts go to the LBB website at www.lbb.state.tx.us. Click **Budget>State Contracts>Contract Search**.



The Search Tool screen displays, as shown below.



Several hyperlinks display at the top of the screen:

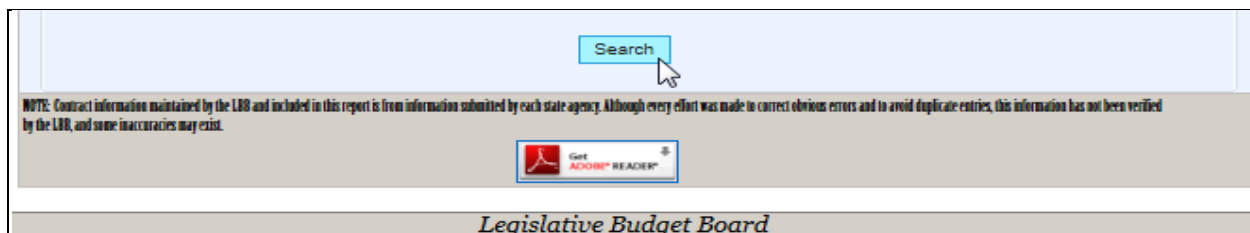
- LBB Home - directs you to the home page of the LBB's website.
- Search - takes you to the Search Tool screen.
- Help - directs you to this manual and other supporting documentation used by state agencies and institutions of higher education.
- Login – **For agency use only.** The link directs agencies to a login screen for the Contracts Database. You do not need to login to search contracts.

The Search Tool allows you to search by fiscal year, agency, vendor, contract value or contract ID. You may use multiple search fields to target the information you need. Click Search at any time.



Tip: You will narrow your search by entering more search criteria in the fields provided before clicking Search.

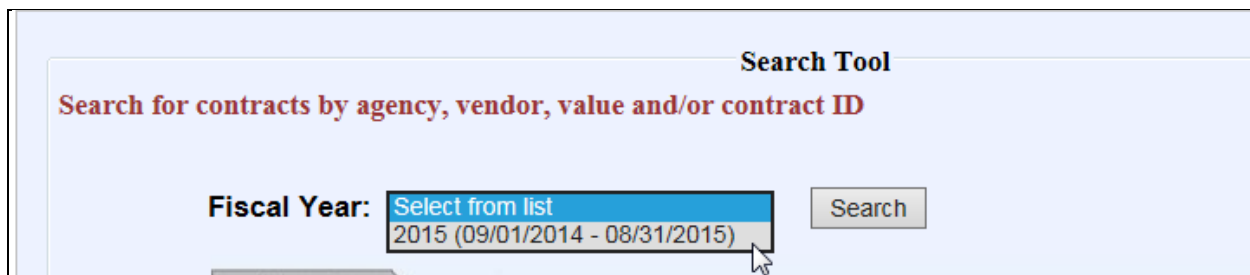
The following sections describe searching in more detail. See [Viewing Search Results](#) on page 8 for viewing and exporting your results. After you have entered all your search criteria, click the **Search** button, as shown below.



Important: The new LBB Contracts Database only includes contracts in effect after September 1, 2015. For older contracts, see the prior database on the LBB website under Contract Archive.

Searching by Fiscal Year

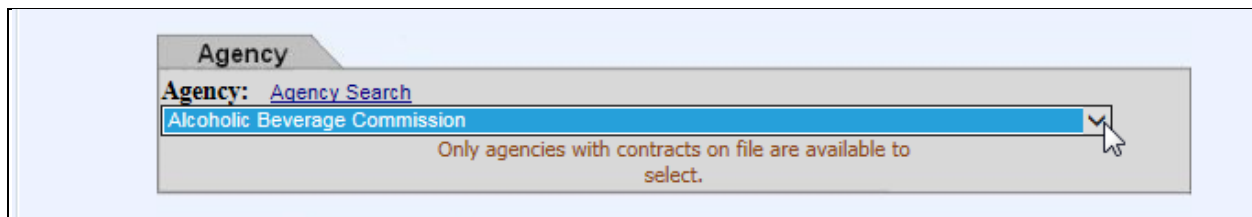
To search for contracts in effect by state fiscal year, select a **Fiscal Year** from the dropdown box on the Search Tool screen, as shown below.



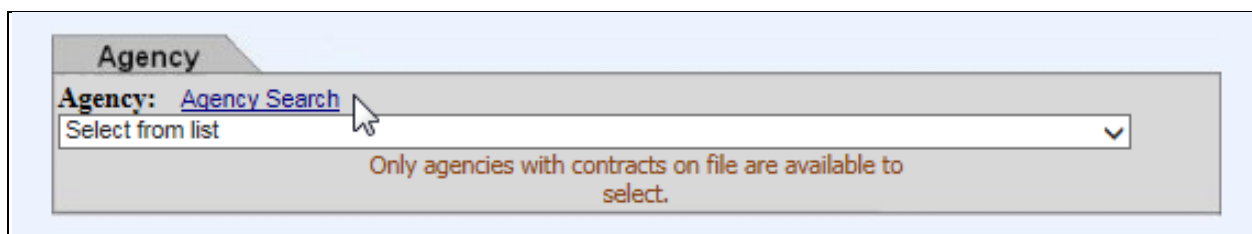
Important: If you do not select a fiscal year, your search will include all fiscal years listed.

Searching by Agency

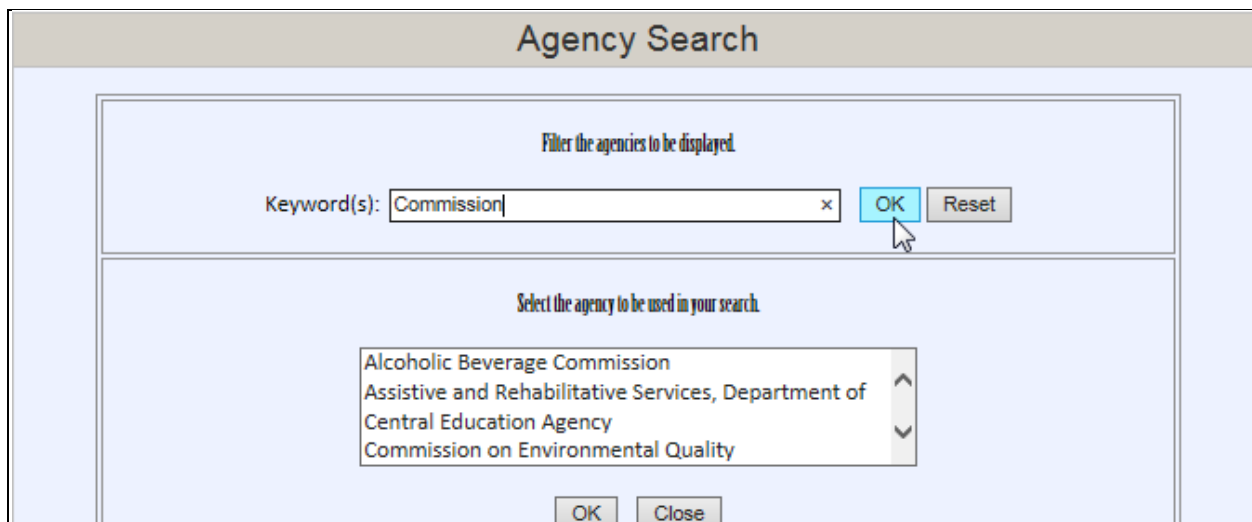
You can click in the **Agency** dropdown box to view an alphabetical listing of agencies and institutions of higher education that have submitted contract information.



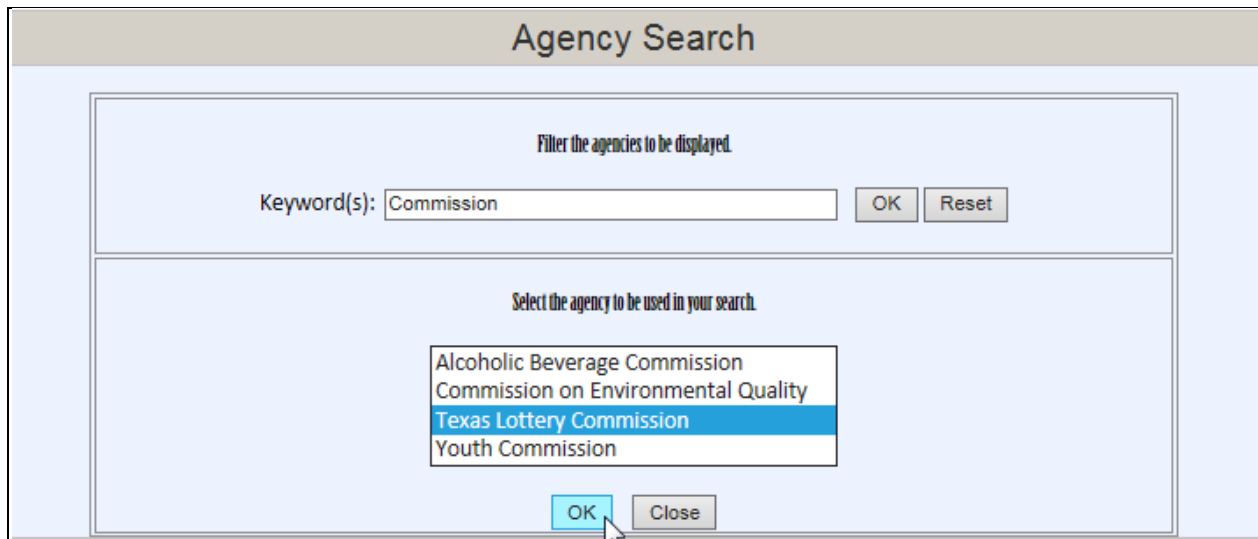
You can select an agency from the dropdown box, as shown above or click **Agency Search** to search using keywords.



On the Agency Search, enter a **keyword(s)** in the top grid and click **OK**. To search a different keyword, click **Reset**.



Select the **Agency** to be used in your search from the listing and click **OK**, as shown below.



Agency Search

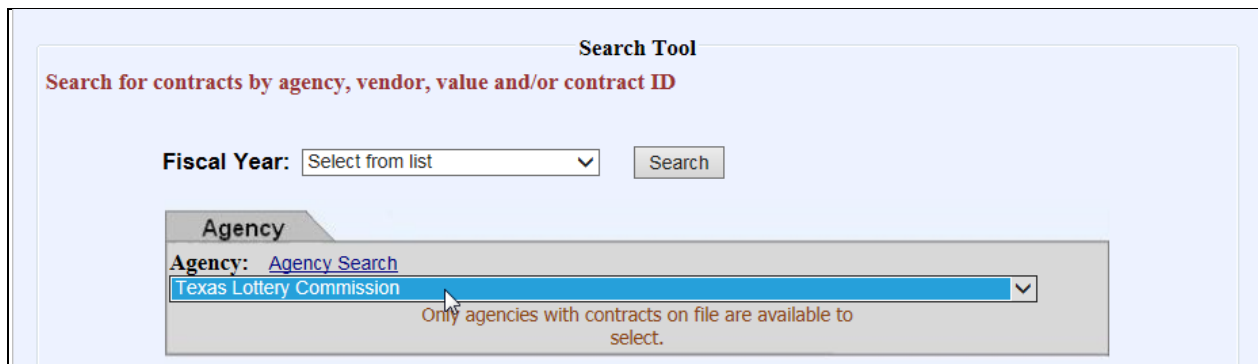
Filter the agencies to be displayed.

Keyword(s):

Select the agency to be used in your search.

Alcoholic Beverage Commission
 Commission on Environmental Quality
Texas Lottery Commission
 Youth Commission

You are returned back to the Search Tool screen. The agency name displays in the **Agency** field.



Search Tool

Search for contracts by agency, vendor, value and/or contract ID

Fiscal Year:

Agency

Agency: [Agency Search](#)

Texas Lottery Commission

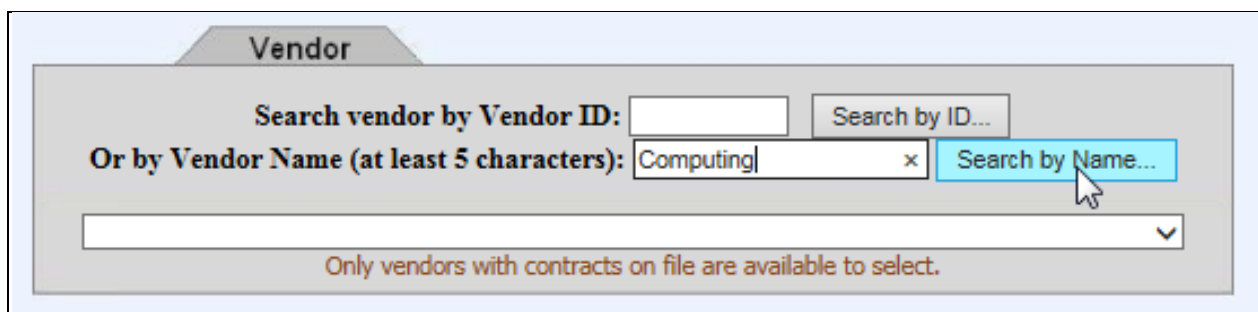
Only agencies with contracts on file are available to select.



Important: If you do not select an agency, your search will return all contracts submitted by agencies that meet your other search criteria.

Searching by Vendor

You can search by Vendor ID or Vendor Name. To search by name, enter a **keyword(s)** (at least five characters) and click **Search by Name**. You can only search using alphanumeric characters.



Vendor

Search vendor by Vendor ID:

Or by Vendor Name (at least 5 characters):

Only vendors with contracts on file are available to select.

The vendor names load into the dropdown box. Select a **Vendor** from the dropdown box.

To search another name, click in the **Vendor Name** field and click the **X**, as shown below. Enter new search criteria in the **Search by Name** field.

You can also click in the **Vendor** dropdown box to select from the alphabetical listing of all vendors that have submitted contract information.



Important: If you do not select a vendor, your search will display all contracts that meet your other search criteria.

Searching by Contract Value or Contract ID

The following are guidelines for searching by contract value:

- Enter only numeric values in the Minimum Value and Maximum Value fields—do not enter dollar signs or commas.
- Enter whole dollar amounts. The database rounds cents to the nearest dollar.

- You can enter a *minimum* contract amount, and the database will return all contract amounts greater than or equal to the minimum amount.
- You can enter a *maximum* contract amount, and the database will return all contract amounts less than or equal to the maximum amount.
- You can enter both a *minimum and maximum*, and the database will return all contract amounts in that range, including the endpoints.
- To find a *specific value*, enter it in both the minimum and maximum fields.

The screenshot shows a web form for searching the LBB Contracts Database. It features two main sections: 'Contract Value' and 'Contract Id'. The 'Contract Value' section contains two input fields for 'Minimum Value:' and 'Maximum Value:'. The 'Contract Id' section contains one input field for 'Contract Id:'. At the bottom of the form, there are two buttons: 'Search' and 'Enter New Contract'.



Important: If you do not enter an amount in either field, your search will return all contracts meeting your other search criteria.

You can also search by Contract ID by entering the number in the **Contract ID** field.

Viewing Search Results

Your results display after clicking Search. This screen allows you to:

- View attachments (contracts, solicitations, and attestation letters),
- View amendments to a contract
- Export the data set (condensed or expanded)

Click a **link** in the Attachments column to view a contract (or other supporting documentation), as shown below. Note that some documents are submitted in multiple parts.



Important: Institutions of higher education and some agencies are exempt from providing contract and solicitation documents. An attachment may not appear for these agencies or institutions.

Export to Excel Export to Word

☒ Display Condensed Data Set ☐ Display Expanded Data Set

Code	Agency	Contract	Award Date	Current Contract Value (Excludes Options not Exercised)	Bids	Vendor	Attachments
304	Comptroller of Public Accounts	000001	08/14/2015	\$500,000	6	Kisamore & Associates	HB 1 CPA Memo.pdf BOP Instructions (Final).pdf IR Analyst Assignment by Article.pdf
304	Comptroller of Public Accounts	000002	08/14/2015	\$1,200	8	Kisamore Broomsticks	IR Analyst Assignment by Article.pdf DPS 8.21.15.pdf
304	Comptroller of Public Accounts	000003	05/14/2017	\$5,000,000	6	Kisamore Eye Clinic	DPS 8.21.15.pdf
304	Comptroller of Public Accounts	00112233	08/27/2015	\$6,000,000	6	Kisamore & Associates	ContractAttachment.pdf
304	Comptroller of Public Accounts	12345	08/08/2015	\$3,000,000	456544	Kisamore & Associates	DPS 8.21.15.pdf DPS 8.21.15.pdf

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1 of 1 GoTo

Return

Get ADOBE READER



Important: You must have Acrobat Reader installed on your computer to view PDFs. Click the **Adobe** icon at the bottom to download, if necessary.

Select the **Display Expanded Data Set** radio button to view more details (Subject, Purchase Requisition #, Completion Date, etc.), as shown below.

NOTE
Contract information maintained by the LBB and included in this report is from information submitted by each state agency. Although every effort was made to correct obvious errors and to avoid duplicate entries, this information has not been verified by the LBB, and some inaccuracies may exist.

Export to Excel Export to Word

☐ Display Condensed Data Set ☒ Display Expanded Data Set

You can navigate through the list by clicking the **arrow keys** at the bottom of the screen. To go to a specific page, enter the **page number** and click **GoTo**.

601 Department of Transportation 42-3XXAV026-A0414 08/06/2015 \$1,243,564

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Return

Get ADOBE READER

To export your results, click **Export to Excel** or **Export to Word**. Exporting does not include the attachments, but it does include all the pages of your search result.

To change your search criteria, click **Return**.