LEGISLATIVE BUDGET BOARD
CONTRACTS OVERSIGHT TEAM

GUIDE TO SEARCHING THE CONTRACTS DATABASE
2022–23 BIENNIUM

EIGHTY-SEVENTH LEGISLATURE

INTRODUCTION

The Legislative Budget Board maintains the Texas state contracts database, the Contract Management System (CMS). CMS is publicly searchable, as required by Texas Government Code Section 322.020. The purpose of this guide is to provide an overview of the different ways members of the public can search the Contract Management System.

Contact Information: Please email contract.manager@lbb.texas.gov with questions regarding the contracts database.

Please note: CMS only includes contracts that were active after September 1, 2015. To search for contracts prior to that date, go to lbb.state.tx.us/Contract_Reporting.aspx and click on "Contract Archive Database" near the top of the page.

Generally speaking, state contracts with a value greater than $50,000 are required to be reported in CMS, though exceptions do apply.1

INITIATING A SEARCH

To start your search, navigate to cms.lbb.state.tx.us. You will see this search interface:

---

1 Agencies that do not receive funding under the General Appropriations Act are not required to report contracts in CMS. Prior to September 1, 2021, some agencies were required to report construction and professional or consulting services contracts that had a value greater than $14,000.

CMS allows users to search using a number of different parameters, and you may use any number of parameters in your search, including none. If you enter no values into any field and click "Submit search" in the bottom right, your search will return every contract in CMS. This may take quite some time to load, so it's recommended to narrow your search. Here are your options for doing so:

1. Contract ID — If you happen to know a complete or partial ID of a particular contract, this is often the fastest way to find a given contract.
2. Agency — Search contracts awarded by a specified agency or Institution of Higher Education. They are listed in alphabetical order in the drop down menu.
3. Vendor — To search by vendor, enter at least three characters of a vendor's name and click the "Set Vendor List" button. This will pull up a list of all vendors in the database that match your input. Locate the vendor you are looking for, and click on the name so that it is highlighted in red. Some vendors will have multiple entries, especially for larger companies, as each unique physical address is a separate database entry.
4. Fiscal Year — Narrow your search to a given fiscal year (Texas state fiscal years are from September 1st to August 31st).
5. Contract Award Date — You can specify a particular timeframe to view contracts awarded within those dates.
6. Contract Value — Specify a minimum and/or maximum contract value. To search for a specific dollar value, enter the same value into both the minimum and maximum fields.
7. NIGP Class — Specify the type of service or commodity (National Institute of Governmental Purchasing codes) – for example, "Furniture: Office," and "Professional Services: Higher Education."

Remember that you can mix and match search parameters. For example, you could search for contracts awarded by the Alcoholic Beverage Commission from September 1, 2019, to October 31, 2019, with a value from $100,000 to $250,000. Enter all desired parameters before clicking "Submit Search."

To clear your search parameters and reset the search interface, click the "Clear Search Screen" button in the bottom right.

SEARCH OUTPUT

Once you submit a search, your results will appear similar to the image below. This search queried all contracts in the database that were reported by the Texas Secretary of State. Eleven results appear per page, and you can navigate to additional pages by clicking the numbers at the bottom left.
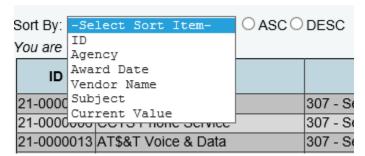
Sort By: -Select Sort Item- ▾ ○ASC ○DESC
You are viewing page 1 of 8

ID	Subject	Agency	Vendor	Award Date	Current Value(Excludes Options not Exercised)	Bids
21-0000005	Agency Posting	307 - Secretary of State	QUADIENT	09/01/2020	$558,700	1
21-0000006	CCTS Phone Service	307 - Secretary of State	DEPT OF INFORMATION RESOURCES	09/01/2020	$144,120	1
21-0000013	AT&T Voice & Data	307 - Secretary of State	AT&T MOBILITY	09/01/2020	$50,000	1
21-0000018	Archiving Services for Agency	307 - Secretary of State	TEXAS STATE LIBRARY & ARCHIVES COMMISSION	09/01/2020	$62,200	1
21-0000020	Printing Elections EBU Postcards	307 - Secretary of State	UNIVERSITY OF TEXAS AT AUSTIN	09/01/2020	$142,537	7
21-0000040	Media-Related Services 2020 Census Covid-19	307 - Secretary of State	ATKINS INTERNATIONAL (THE ATKINS GROUP)	09/10/2020	$15,000,000	10
21-0000059	Data Center Services for FY21	307 - Secretary of State	DEPT OF INFORMATION RESOURCES	09/01/2020	$2,548,120	1
307-0-00001	Election Seminar	307 - Secretary of State	RENAISSANCE AUSTIN HOTEL	12/03/2019	$124,000	1
307-0-00010	Agency Postage	307 - Secretary of State	QUADIENT	09/01/2019	$508,600	1
307-0-00013	Data Center Services Contract for FY20	307 - Secretary of State	DEPT OF INFORMATION RESOURCES	09/01/2019	$8,003,075	1
307-0-00019	Archiving Services for Agency	307 - Secretary of State	TEXAS STATE LIBRARY	09/09/2019	$62,000	1

1 2 3 4 5 6 7 8

Top

[Export to Excel] [Display Expanded Data Set]

CHANGING THE ORDER OF YOUR SEARCH RESULTS
By default, the results are ordered by Contract ID number. Each agency uses its own system of alphanumeric characters as Contract IDs, so this may not be the ideal ordering system for you. Instead,

you may click on the "Select Sort Item" drop down menu in the top left and choose to sort your search results on another criterion, in either Ascending or Descending order (by numerical value or alphabetic order, depending on the criterion chosen).

DISPLAYING ADDITIONAL DATA

If you click on the "Display Expanded Data Set" button in the bottom right, additional columns that display more information about each contract will appear in your search results. This expanded data set now includes:

1. Purchase Requisition # — The official requisition number used internally by an agency to track the procurement approval. This is often, but not always, the same as the Contract ID number.
2. Approval Date — The date the agency approved the contract, which occurs before the award date
3. Solicit_PO Date — The date the agency began soliciting public bids for a contract, if the contract was competitively procured. If a contract is not competitively procured, or if the agency did not enter the Solicitation Posting Date, this value defaults to 01/01/1900.
4. Requisition Date — The date on which the first purchase requisition was issued. The purchase requisition is a document generated by an agency to notify the purchasing department of items it needs to order, their quantity, and the time frame for completing the order.
5. Completion Date — The date by which a vendor must complete its performance pursuant to the terms of the contract, including amendments, and exercised renewals or extensions. Some contracts do not have a set completion date, but instead rely on other benchmarks.
6. Max Value — Maximum Contract Value field includes the value of the contract, amendments, and all potential extensions or renewals, i.e. the total amount both currently and potentially obligated.
7. Competitively Procured? – If a contract was awarded as the result of a competitive bidding process, the value in this column will reflect "Yes." Otherwise, it will reflect "No" with a reason. Those reasons are: Non-emergency Sole Source Procurement; Emergency Procurement; Inter-agency Agreement; Provider Enrollment (healthcare providers); and Federally-Mandated Procurement.
8. Revenue Generating? – A Yes/No column which indicates whether the contract generates revenue for the agency.
9. Purchase Category Code — PCCs are codes used to document the purchase method, commodity type, and dollar category of purchase.

EXPORTING DATA

To export data, click the "Export to Excel" button in the bottom right. This will automatically generate an .xls file for you to download. Please note that the export will only include the columns currently displayed (i.e. whether you are viewing the Condensed or Expanded data set).

INITIATING A NEW SEARCH

To return to the search interface, simply click the "Search" button at the top left of the screen. Please note that all previously entered parameters will be cleared from the search interface.