



LEGISLATIVE BUDGET BOARD

Contracts Oversight Frequently Asked Questions

2026–27 Biennium

LEGISLATIVE BUDGET BOARD STAFF

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REPORTING BASICS

HOW DOES A USER OBTAIN A USER IDENTIFICATION (ID) AND PASSWORD FOR THE CONTRACTS DATABASE?

To request a user ID or to add access for Contracts, go to <http://loginreqagy.lbb.texas.gov/> and fill out the required information. In the “Access Needed for:” box select “State Contracts.”

I FORGOT MY PASSWORD/I'M HAVING TROUBLE LOGGING IN.

Regain access to the database by using the Forgot Password link here:
<https://loginreqagy.lbb.texas.gov/ForgotPassword.aspx>.

WHICH CONTRACTS MUST BE REPORTED TO THE LBB?

Review current contract reporting requirements at
https://lbb.texas.gov/Contract_Reporting.aspx.

HOW IS THE CONTRACT AMOUNT CALCULATED IN DETERMINING WHETHER A CONTRACT MEETS A REPORTING THRESHOLD?

The value that should be used to determine whether a contract meets a reporting threshold is the maximum contract value, which includes the value of the contract, amendments, and all extensions or renewals even if not exercised (i.e., the total amount both currently and potentially obligated).

WHAT AMOUNT SHOULD BE ENTERED IN THE CONTRACTS DATABASE'S CURRENT CONTRACT VALUE FIELD?

The amount entered in the Contracts Database's Current Contract Value field should include the value of the contract, any amendments, and any exercised extensions or renewals (i.e., the total amount currently obligated).

WHAT AMOUNT SHOULD BE ENTERED IN THE CONTRACTS DATABASE'S MAXIMUM CONTRACT VALUE FIELD?

The amount to be entered in the Contracts Database's Maximum Contract Value field should include the value of the contract, amendments, and all extensions or renewals (i.e., the total amount both currently and potentially obligated).

HOW SHOULD AN ERROR IN DATA ENTRY FOR CONTRACT INFORMATION SUBMITTED TO THE LBB VIA THE CONTRACTS DATABASE BE CORRECTED?

If a technical correction needs to be made to a submitted entry, do not use the amend feature to modify the contract information. Please contact the LBB for assistance by emailing contract.manager@lbb.texas.gov.

TYPES OF CONTRACTS TO REPORT

DO AGENCIES OR INSTITUTIONS NEED TO REPORT LEASES?

Yes. Leases valued at more than \$50,000 must be reported.

DOES A STATE ENTITY THAT IS EXEMPT FROM SUBMITTING CONTRACT OR SOLICITATION DOCUMENTS (PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 322.020(F)) STILL NEED TO SUBMIT AN ATTESTATION LETTER AS REQUIRED BY THE GAA, ARTICLE IX, SECTION 7.11?

Yes. No exemptions apply to the GAA, Article IX, Section 7.11. All agencies and institutions must submit the contract documents and attestation letter when a contract exceeds \$10.0 million or \$1.0 million for noncompetitive.

DOES A CONTRACT PAID USING FUNDS NOT APPROPRIATED THROUGH THE GAA NEED TO BE REPORTED?

Yes. All contracts that exceed \$50,000 must be reported regardless of the source of funds used to pay for the contract.

HOW SHOULD A FEE-FOR-SERVICE OR ZERO-DOLLAR BASE CONTRACT BE REPORTED?

Such a contract should be reported when actual cumulative expenditure exceeds \$50,000. The current value of the contract should be updated at least annually to match actual expenditures.

HOW SHOULD A CONTRACT WITH PERIODIC PAYMENTS AND NO COMPLETION DATE (E.G., TELEPHONE CONTRACTS, UTILITIES CONTRACTS, SUBSCRIPTION SERVICES) BE REPORTED?

A contract with periodic payments and no completion date should be reported to the LBB Contracts Database at the beginning of each fiscal year as a separate contract entry, not as an amendment. An agency should estimate the cost of the goods or services during the fiscal year and enter this value in both the Current Contract Value and Maximum Contract Value fields.

ARE TEXAS SMART BUY AND DIR COOPERATIVE CONTRACTS CONSIDERED COMPETITIVE PURCHASES?

Yes. When reporting these contracts, the Yes response should be selected in the field asking if the contract was competitively bid.

DOCUMENTS RELATED TO REPORTING

WHICH AGENCIES MUST PROVIDE COPIES OF CONTRACT AND SOLICITATION DOCUMENTS TO THE LBB?

The Texas Government Code, Section 322.020, requires all agencies (other than the Texas Department of Transportation, health and human service agencies, and institutions of higher education and system offices) to provide the LBB with copies of the contract and solicitation documents for relevant contracts.

WHEN DOES A STATE ENTITY HAVE TO PROVIDE AN ATTESTATION FORM PURSUANT TO THE NOTICE REQUIREMENT OF THE GAA, ARTICLE IX, SECTION 7.11?

A state entity has to provide the notice required by Section 7.11, including an attestation form, before the date on which the first payment of the contract will be made, and no later than 30 calendar days after the date on which the contract is awarded; or within five days of award if the contract or purchase order was made as a result of an emergency or following an emergency procedure authorized by statute.

CAN ONE ATTESTATION LETTER BE USED FOR MULTIPLE CONTRACTS?

A separate attestation letter must be signed by the designated official for each procurement that reaches the thresholds set in the GAA, Article IX, Section 7.11. If a single procurement results in multiple contract awards, then a single attestation may cover those subsequent contracts.

DO CONTRACTS REPORTED TO THE CONTRACTS DATABASE NEED TO INCLUDE PROPOSALS AND BID RESPONSES AS ATTACHMENTS?

Unless proposals and bid responses are incorporated into the final contract either explicitly or by reference, they do not need to be provided initially when reporting contract information to the Contracts Database.

WHERE DO I SEND THE FINDING OF FACT DOCUMENT?

Regarding notifying the LBB of a Finding of Fact for a Major Consulting Contract, you can email the Contract Oversight Team at Contract.Manager@lbb.texas.gov.

NAVIGATING THE DATABASE

HOW IS CONTRACT INFORMATION REPORTED FOR A VENDOR THAT IS NOT LISTED IN THE CONTRACTS DATABASE?

The LBB obtains a vendor list from the Comptroller of Public Accounts for use in its database daily. If a vendor cannot be located in the Contracts Database, try searching again the following day. If the vendor still cannot be located in the Contracts Database the following day, please contact LBB staff at contract.manager@lbb.texas.gov for assistance.

HOW SHOULD CONTRACT RENEWALS BE REPORTED IN THE CONTRACTS DATABASE?

When a contract is renewed, find the original contract in the Contracts Database, and amend the contract by updating any data fields that have been changed by the renewal. Additionally, attach any required documents (e.g., the contract for renewal).

HOW SHOULD A CONTRACT THAT IS TERMINATED BE REPORTED IN THE CONTRACTS DATABASE?

A contract that has been terminated must be amended in the Contracts Database to show the termination, including the attachment of documents indicating the termination of the contract.

HOW SHOULD MULTIYEAR CONTRACTS BE REPORTED IN THE CONTRACTS DATABASE?

When a user enters a contract's award and completion dates, the Contracts Database calculates the effective term of the contract. The Contracts Database requires users to report the estimated allocation of the current contract value for each year of the contract.

HOW SHOULD A CONTRACT AMENDMENT THAT DOES NOT AFFECT THE CONTRACT TERM, MAXIMUM VALUE, OR OTHER DATA ELEMENTS IN THE CONTRACTS DATABASE BE REPORTED?

When a contract is amended but none of the fields previously reported to the Contracts Database are affected by the change, report the amendment by using the amend feature in the database. Do not change any of the data fields, then attach the new amendment to the contract record.

WHAT INFORMATION CAN AGENCIES AND INSTITUTIONS REDACT FROM CONTRACTS SUBMITTED VIA THE CONTRACTS DATABASE?

Agencies and institutions should redact only contract information that is exempt from disclosure pursuant to Texas statutes pertaining to public information (e.g., the Texas Government Code, Chapter 552) or other laws.