**Notification of Contract Extension**

Pursuant to Article IX, Section 17,09(e) of the 2026-27 General Appropriations Act.

It is the intent of the Legislature that agencies and institutions minimize the use of extensions that extend a contract beyond the base term and any optional extensions provided in a contract. An agency or institution may not use appropriated monies to pay for the extension unless the following notification is submitted to the LBB Contracts Database **30 days** prior to the execution of the extension.

Jerry McGinty

Director, Legislative Budget Board

Robert E. Johnson Bldg., Fifth Floor

1501 N. Congress Ave.

Austin, Texas 78701-1200

Dear Mr. McGinty:

Pursuant to the General Appropriations Act, 2026–27 biennium, Article IX, Section 17.09(e), the [Agency or Institution] notifies the Legislative Budget Board (LBB) that [Agency or Institution] intends to extend the following contract.

**Contract Information**

* **Contract Identification number:**
* **Contract Duration:**
* **Reason for the contract extension:**
* **Cost of contract and the cost of the extension:**
* **Plan for the contract to be completed within the extension period:**
* **Date of notification to the LBB and planned date of extension execution:**

**B. Executive Director Certification**

1. I certify that the extension is limited in duration and cost to not more than one additional period, as defined in the contract, to address the immediate operational or service delivery needs and;
2. All information and documents as specified in section 7.11(d) have been uploaded to the LBB contracts database.
3. I believe that the goods or services being procured via this contract are necessary to provide mission critical functions of this agency or institution

**C. Continuing Duty to Report**

I acknowledge a continuing duty to provide any information or documentation regarding this contract upon request by the LBB and to report any changes to the information provided as well as any later discovered errors or inconsistencies to the LBB.

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**Signature**

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**Printed Name of Executive Director or designee Date**