



**LEGISLATIVE BUDGET BOARD
CONTRACTS OVERSIGHT TEAM
GUIDE TO SEARCHING THE CONTRACTS DATABASE
2024–25 BIENNIUM**

EIGHTY-EIGHTH LEGISLATURE

LBB ID: 8396

SEPTEMBER 2023

INTRODUCTION

The Legislative Budget Board maintains the Texas state contracts database, the Contract Management System (CMS). CMS is publicly searchable, as required by the Texas Government Code, Section 322.020. This guide provides an overview of the different methods with which public viewers can search the CMS.

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

Please note: CMS includes only contracts that were active after September 1, 2015. To search for contracts before that date, visit lbb.texas.gov/Contract_Reporting.aspx and click on **Contract Archive Database** near the top of the page.

Overall, state contracts with a value greater than \$50,000 are required to be reported in CMS; however, exceptions may apply.¹

INITIATING A SEARCH

To start your search, navigate to cms.lbb.texas.gov. You will see this search interface:

Contract ID:	<input type="text"/>		
Agency:	<input type="text" value="_Select an Agency"/>		
Vendor:	<input checked="" type="radio"/> Vendors with Contracts <input type="radio"/> All Vendors Set Vendor List by Name: <input type="text"/> <input type="button" value="Set Vendor List"/> <i>enter at least 3 characters. (Use %, a percent character, known as a wildcard, to match one or more words in the vendor's name.)</i>		
Additional Filters:	Fiscal Year: <input type="text" value="_Select a Fiscal Year"/> Contract Award Date From: <input type="text"/> Contract Award Date To: <input type="text"/> Contract Minimum Value (\$): <input type="text"/> Contract Maximum Value (\$): <input type="text"/>		
<small>Search contracts reported to the Legislative Budget Board (LBB) by National Institute of Governmental Purchasing (NIGP) codes, which provide uniform class-item codes for goods and services purchased by state entities. Please note that NIGP codes are displayed as they were reported by state entities, and that contract records may contain more than one NIGP code per record. A searchable list of NIGP codes is maintained by the Texas Comptroller of Public Accounts</small>			
NIGP Class:	<input type="text" value="_Select an NIGP Class"/>		

¹ Agencies that do not receive funding through the General Appropriations Act are not required to report contracts in CMS. Before 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 enables users to search using several parameters, and users may use any number of parameters in a search, including none. If a user enters no values into any field and clicks **Submit Search** in the bottom right, the search will return every contract in CMS. To shorten the system’s loading time, it is recommended to narrow a search using the following options:

- (1) **Contract ID** – Enter a complete or partial ID of a particular contract; this option often is the fastest way to find a specific contract.
- (2) **Agency** – Search contracts awarded by a specified agency or Institution of Higher Education, which 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 action will generate a list of all vendors in the database that match the input. Locate the vendor 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 the search to a fiscal year. Texas’ fiscal years are from September 1 to August 31.
- (5) **Contract Award Date** – Specify a 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 search queries can apply multiple parameters. For example, search for contracts by agency, dates, and values, such as contracts awarded by the Texas 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 search parameters and reset the search interface, click the **Clear Search Screen** button in the bottom right.

SEARCH OUTPUT

After submitting a search, the results will appear similar to the following image. This search queried all contracts in the database that were reported by the Texas Secretary of State. Eleven results appear per page, and the viewer can navigate to additional pages of results by clicking the numbered links at the bottom left.

Sort By: 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	\$568,700	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](#)

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, which might not be an ideal ordering system for all searches. Instead, click on the **Select Sort Item** drop-down menu in the top left and choose to sort search results on another criterion, in either Ascending or Descending order (by numerical value or alphabetic order, depending on the criterion chosen).

Sort By:		ASC DESC	
You are			
ID	Award Date		
	Vendor Name		
21-0000	Subject		307 - Se
21-0000	Current Value		307 - Se
21-0000013	AT&T Voice & Data		307 - Se

DISPLAYING ADDITIONAL DATA

Click on the **Display Expanded Data Set** button in the bottom right to show additional columns that display more information about each contract in the 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 number often may be 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 procured competitively. If a contract is not procured competitively, 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 agency generates a purchase requisition 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 and may rely on other benchmarks.
- (6) **Max Value** – The 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 show Yes. Otherwise, it will show No with one of the following reasons: Non-emergency Sole Source Procurement; Emergency Procurement; Interagency Agreement; Provider Enrollment (healthcare providers); or Direct Award.
- (8) **Revenue Generating?** – A Yes/No column that indicates whether the contract generates revenue for the agency.
- (9) **Purchase Category Code (PCC)** – 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 action will generate an .xls file in Microsoft Excel. Please note that the export will include only the columns currently displayed (i.e., whether the user is viewing the Condensed or Expanded data set).

INITIATING A NEW SEARCH

To return to the search interface, 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.