



# LEGISLATIVE BUDGET BOARD

## CONTRACTS DATABASE – DATA GUIDE

# / FIELD NAME	ENTRY RESTRICTIONS	POSSIBLE VALUES	DESCRIPTION
1. Code	Pre-populated for all agencies and institutions	3 numbers	Each agency in the state of Texas has a three-number code assigned to it. Find a list of state agency codes here: <a href="https://fm.xcpa.texas.gov/fm/contacts/agynum/index.php">https://fm.xcpa.texas.gov/fm/contacts/agynum/index.php</a>
2. Agency	Must be credentialed with the LBB to enter contracts	Alpha numerals and/or numbers	The agency name identifies which state entity with which the contract is associated. Entities include courts and institutions of higher education.
3. Contract	Must be a unique number for each contract entered	Alpha numerals and/or numbers	The contract number is assigned by an agency or institution for internal records. Each contract identification number must be unique relative to other such numbers issued by the agency or institution. It is needed to maintain accurate, duplicate-free records of all contract entries.
4. Subject	Maximum 50 characters	Alpha numerals, numbers, and some symbols	The subject provides a description of the contract's general purpose. This field is required to enable an agency or institution's internal processing of contract entries.
5. Purchase Requisition#	Maximum 50 characters	Alpha numerals, numbers, and some symbols	The purchase requisition number entered into this field must be the same as the official requisition number used internally by an agency or institution. It is needed to track the internal procurement approval process within an agency or institution.
6. Agency Approval Date	Month, date, and year, separated by slashes	MM/DD/YYYY	The agency approval date specifies the date on which final approval (i.e., the last internal approval required before contract planning and development resources can be utilized) was made to proceed with contracting for the purchase or sale of goods or services. The agency approval date cannot be later than the solicitation post date or the award date.
7. Solicitation Post Date	Month, date, and year, separated by slashes	MM/DD/YYYY	The solicitation post date is when a contract was posted for public bidding. Some procurements and interagency contracts do not have a solicitation date. This field may be used to determine whether a contract was awarded competitively.
8. Award Date	Month, date, and year, separated by slashes	MM/DD/YYYY	The award date is the date an agency or institution executed the contract. It is needed to track the overall life of the contract and the pace of the approval process.



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9. Requisition Date	Month, date, and year, separated by slashes	MM/DD/YYYY	This field specifies the date on which the first purchase requisition was issued. The purchase requisition is a document generated by an agency or institution to notify its purchasing department of items it needs to order, their quantity, and the time frame for completing the order.
10. Completion Date	Month, date, and year, separated by slashes	MM/DD/YYYY	The completion date specifies 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. This information is needed to track the overall life of the contract and the relationship between payments and performance.
11. Current Contract Value (Excludes Options not Exercised)	Numbers only, rounded to the nearest dollar. No dollar signs or commas	Values equal to or greater than \$0	The current contract value includes the value of the contract, any amendments, and any exercised extensions or renewals (i.e., the total contract amount obligated to date). Current contract value is distinguished from the maximum contract value (used for determining whether a contract meets a reporting threshold), which includes the value of the contract, amendments, and all extensions or renewals (i.e., the total amount both currently and potentially obligated).
12. Maximum Contract Value	Numbers only, rounded to the nearest dollar. No dollar signs or commas	Values equal to or greater than \$14,000	The maximum contract value field should include the value of the contract, amendments, and all potential extensions or renewals (i.e., the total amount both currently and potentially obligated). The maximum contract value should be used to determine whether a contract meets a reporting threshold. It is distinguished from the current contract value, which includes the value of the contract, amendments, and any exercised extensions or renewals (i.e., the total amount currently obligated).



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13. Competitive/ Non-Competitive	At least one selection is required	Out of multiple preset categories, at least one must be chosen	<p>This field is used to differentiate between competitively and noncompetitively procured contracts. For noncompetitively procured contracts, database users must specify the type of noncompetitive procurement:</p> <ul style="list-style-type: none"> <li>• Nonemergency Sole Source Procurements, made without competition;</li> <li>• Emergency Procurements, made through emergency authority;</li> <li>• Interagency Agreements, made between governmental entities;</li> <li>• Provider Enrollments, made with healthcare providers; or</li> <li>• Direct Award, a contract or grant awarded due to a mandate from an external authority (e.g., legislative action, state match of federal funds, etc.).</li> </ul> <p>Note: Competitively procured contracts may include contracts for which solicitation documents were not posted publicly. Contracts made through cooperative or master contracts are considered competitively procured.</p>
14. Revenue Generating	Yes or No options only	Check Yes when applicable, or leave on default No	This field is used to differentiate between revenue-generating (any contract resulting in a net financial gain for the agency) and non-revenue-generating contracts. Users can check Yes for a revenue-generating contract or No if it is not a revenue-generating contract. The No option is selected by default.
15. PCC Codes	At least one selection is required	At least one preset category must be chosen from options	<p>Purchase Category Codes (PCC) are used to document the purchase method, commodity type, and dollar category of purchase. Institutions of higher education do not need to report these codes for contracts paid for with nonappropriated funds. Find more information on PCCs here:</p> <p><a href="https://comptroller.texas.gov/purchasing/publications/procurement-contract.php">https://comptroller.texas.gov/purchasing/publications/procurement-contract.php</a></p>
16. Report Requirement Codes	At least one selection is required	Check applicable codes, leave nonapplicable codes unchecked	Reporting codes describe which reporting requirement(s) apply to a contract. Statutory and General Appropriations Act codes apply, and more than one code may apply to a contract. This information is needed to ensure an agency or institution's compliance with contract reporting laws.



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17. Vendor	At least three characters of the vendor's name must be included to conduct a search	At least 3 alpha numerals or numbers	The vendor's name identifies the specific vendor associated with the contract entry. This information aligns with the Comptroller of Public Accounts' Centralized Master Bidders List of vendors, which can be searched here: <a href="https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do">https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do</a>
18. Address1	Required information	Alpha numerals, numbers, and some symbols	Address1 lists the primary mailing address of the vendor associated with the contract.
19. Address2	Supplemental information	Alpha numerals, numbers, and some symbols	Address2 lists other address information, such as suite number or P.O. Box number.
20. Address3	Supplemental information	Alpha numerals, numbers, and some symbols	Address3 lists additional address information for the vendor associated with the contract.
21. Address4	Supplemental information	Alpha numerals, numbers, and some symbols	Address4 lists additional address information for the vendor associated with the contract.
22. City	Required information	Alpha numerals, numbers, and some symbols	The city field lists the city or town in which the vendor associated with the contract is based.
23. State	Two-letter postal abbreviation	Two-letter list of states and provinces	The state identifies the postal abbreviation for the state in which a vendor is located.
24. Postal Code	Numbers only	5 Numbers	The 5-digit postal code for the vendor's mailing address. You can use the following link to verify a vendor's postal code: <a href="https://www.usps.com/zip4/">https://www.usps.com/zip4/</a>
25. Area Code	Numbers only	3 Numbers	Area code lists the 3-digit prefix for a vendor's primary phone contact.



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26. Phone Number	Numbers only	7 Numbers	Phone number lists the remaining 7 digits after an area code for a vendor's primary phone contact.
27. Attachments	Each attachment has a 52,400 KB maximum size. Attachments should be uploaded in a searchable PDF format. The database has no limit for the number of attachments that may be uploaded.	A number greater than or equal to 1	Attachments include PDF documents associated with a contract entry, which can include contracts, amendments, renewals, extensions, Attestation Forms, and solicitation documents. Some institutions and agencies are required by law to include certain attachments with their submissions to the LBB Contracts Database. Some contracts, such as those reported by the Texas Department of Transportation, health and human service agencies, institutions of higher education and system offices, and those paid for with nonappropriated funds, are not required to have contracts or solicitation documents attached. If reporting pursuant to the General Appropriations Act, Article IX, Section 7.11, all entities must attach an Attestation Form to their contract entries.