



**LEGISLATIVE BUDGET BOARD
CONTRACTS OVERSIGHT TEAM
OVERVIEW OF CONTRACT
REPORTING REQUIREMENTS, 2024–25 BIENNIUM**

EIGHTY-EIGHTH LEGISLATURE

LBB ID: 8400

SEPTEMBER 2023

WHAT IS A REPORTABLE CONTRACT?

A reportable contract is an agreement to acquire goods or services that exceeds the dollar thresholds described in the following table. This definition includes contracts, purchase orders, interagency agreements, grants, and any other kind of purchase of goods or services.

WHAT NEEDS TO BE REPORTED?

Contract information must be submitted to the Legislative Budget Board Contracts Database by the required deadline. The solicitation, contract, and any other required documents also must be attached. Some exemptions apply.

WHERE CAN I LEARN MORE?

Visit https://www.lbb.texas.gov/Contract_Reporting.aspx or email contract.manager@lbb.texas.gov for more information on reporting requirements, exemptions, attestation letters, and other frequently asked questions.

CONTRACT REPORTING REQUIREMENTS BY THRESHOLD

REQUIREMENT	>\$50,000 ALL CONTRACT TYPES	>\$1.0 MILLION NONCOMPETITIVE/ SOLE SOURCE	>\$1.0 MILLION EMERGENCY	>\$10.0 MILLION ALL CONTRACT TYPES
Due date	Within 30 days of award or amendment	Within 15 days of award	Within 5 days of award	Within 15 days of award
Reporting provision	General Appropriations Act (GAA), Article IX, §7.04; the Texas Government Code, §322.020	GAA, Article IX, §7.11	GAA, Article IX, §7.11	GAA, Article IX, §7.11
Documentation	Requires solicitation and contract documents (1)	Requires attestation letter, solicitation and contract documents	Requires attestation letter, solicitation and contract documents	Requires attestation letter, solicitation and contract documents

NOTE: (1) See the Texas Government Code, Section 322.020(f) for exemptions.