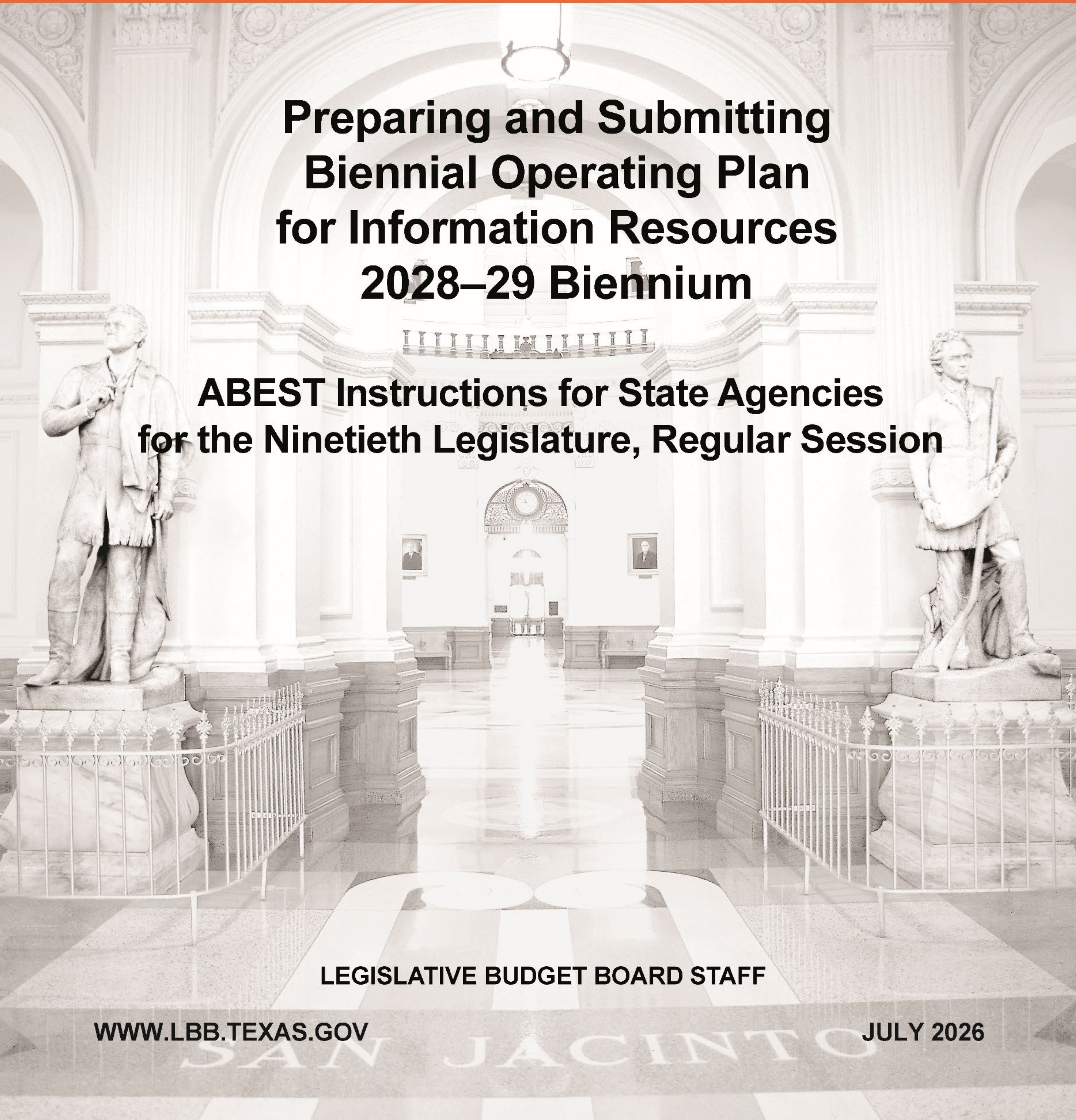
LEGISLATIVE BUDGET BOARD




# Preparing and Submitting Biennial Operating Plan for Information Resources 2028–29 Biennium

## ABEST Instructions for State Agencies for the Ninetieth Legislature, Regular Session

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

JULY 2026

# CONTENTS

## DOCUMENT CONVENTIONS

This document uses the following symbolic conventions:

| SYMBOLIC CONVENTIONS | |
|---|---|
| | **Caution:** This symbol warns you of the possible loss of data. |
| | **Important:** This symbol indicates critical information you need to know. |
| | **Tip:** This symbol indicates information that may be useful. |

## GETTING STARTED

The agency submissions portion of the Automated Budget and Evaluation System of Texas (ABEST) is a web-based application. Legislative Budget Board (LBB) staff use ABEST to track agency requests for appropriations throughout the stages of the legislative appropriations process and agency performance throughout the biennial budget cycle.

Before you begin entering data for the 90th Legislature, Regular Session, 2027, Biennial Operating Plan (BOP), you must complete the Base Reconciliation process, finalize the budget structure, and complete any approved performance measure updates in ABEST. An LBB budget analyst will notify you when to start data entry in ABEST.

| IMPORTANT |
|---|
| If you need to adjust previously submitted data, contact the LBB budget analyst for your agency to have the ABEST status set to **Incomplete**. Make the necessary changes and set the status back to **Complete**. |

The LBB recommends reviewing the following guidelines for entering BOP data into ABEST.

Read these instructions, *Preparing and Submitting Biennial Operating Plan for Information Resources, 2028–29 Biennium,* for information about BOP data and submission requirements, including deadlines, available on the LBB website (www.lbb.texas.gov → **Agencies Portal** → **Instructions: Budget Submissions & Other Reporting** → **Biennial Operating Plan (BOP) Instructions**). These instructions apply to all regular state agencies.

Change the Budget Status from **Empty** to **Incomplete** and enter the data in the order listed in the instructions, because ABEST accesses that data to develop summaries.

Clear any closing edits, change the status to **Complete**, submit, and print reports.

If you have a question about data for the BOP, read these instructions first, and if you do not find the answer, contact the LBB Information Resources analyst.

If you have a problem using ABEST that you cannot resolve by using these instructions, including the Troubleshooting section, call the LBB's ABEST Help Desk at 512-463-3167.

***WHAT'S NEW***

The 89th Legislature, General Appropriations Act (GAA), 2026–27 Biennium, Article IX, Section 14.03, Transfers – Capital Budget, increased the capital budget threshold for assets with a biennial project cost or unit cost from \$100,000 to \$500,000. However, Data Center Services (DCS) and Shared Technology Services (STS) should be reported at a threshold of \$100,000.

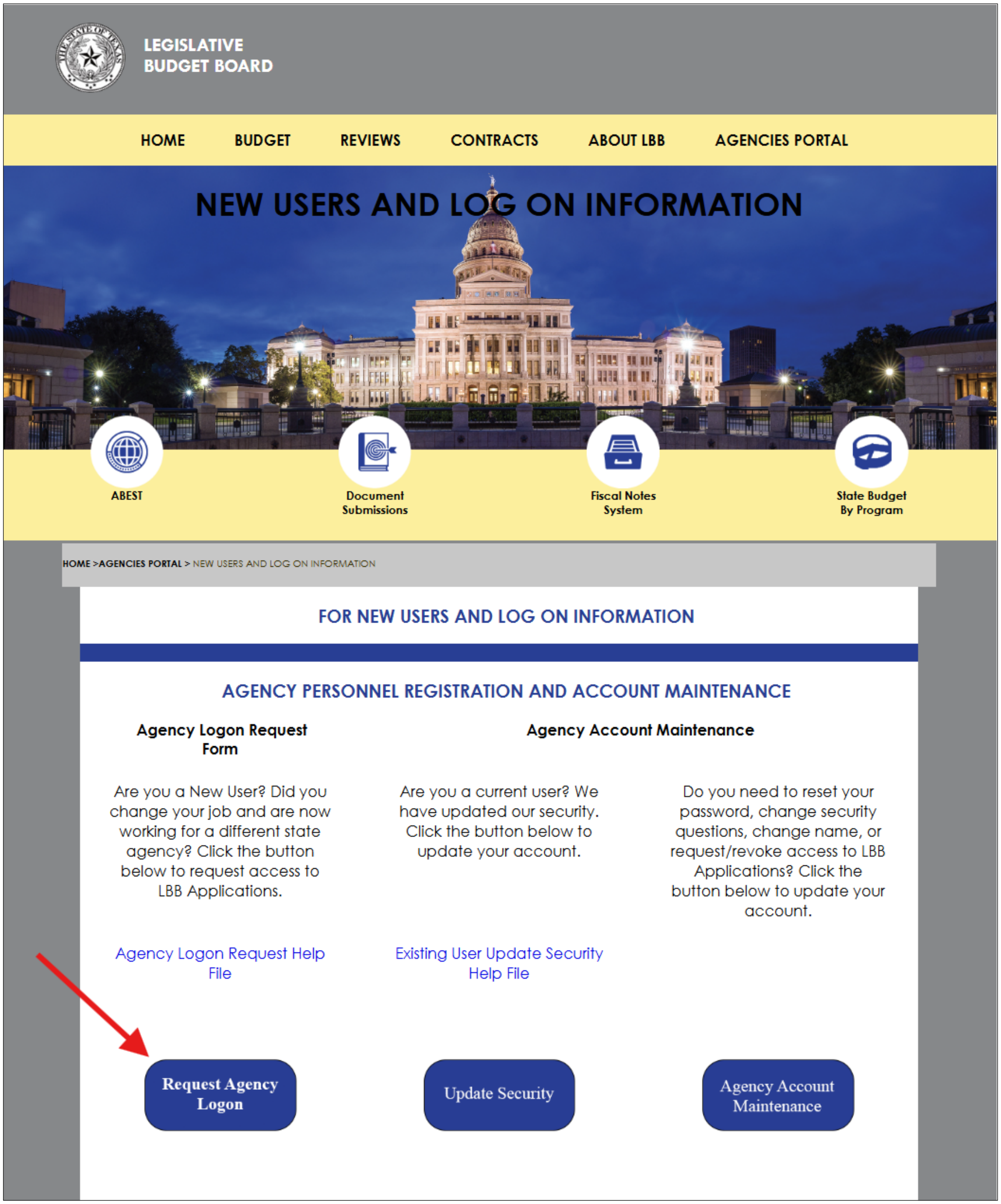
In the ABEST interface, the BOP Project Information tab now includes a Scalability tab that enables agencies to add commentary elaborating on a project's ability to be scaled down if it relates to the agency's exceptional items.

Agencies are now required to add projects which were funded through the Supplemental Bill, House Bill 500, 89th Legislature, Regular Session, 2025. To do so, agencies must connect the project to a capital budget item as done in the Legislative Appropriations Request, Section 2.B.

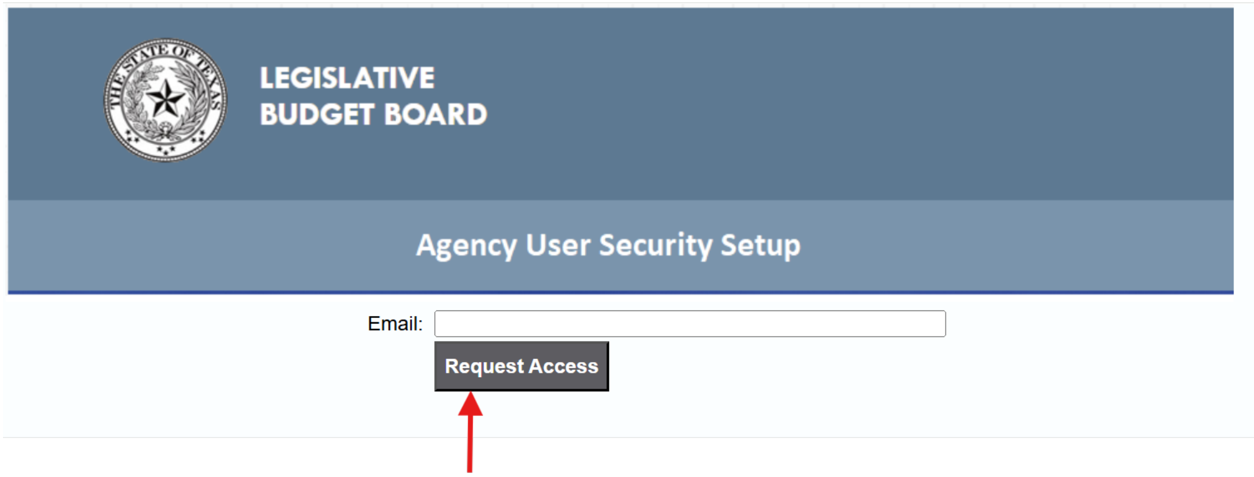
### *ACCESSING ABEST*

Follow these steps to request a user ID and password. If you have forgotten your user ID or password, see the Logging In section.

(1) To request a user ID, click **Agencies Portal** from the LBB website (www.lbb.texas.gov/). Click on **For New Users and Log On Information**, and click **Request Agency Logon.**

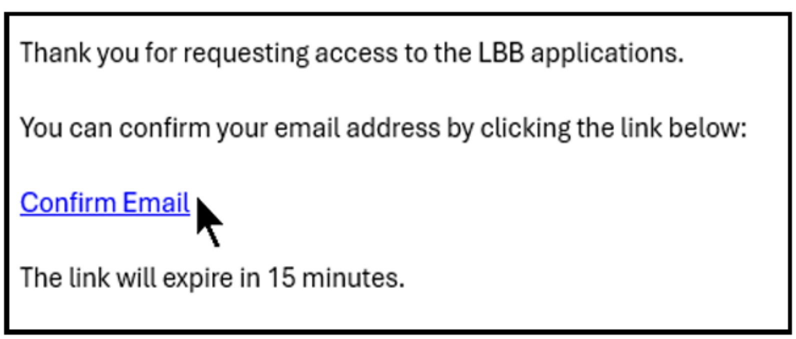


(2) Enter your agency email address in the area shown below, and then click **Request Access**.




(3) You will then see some red popup text.

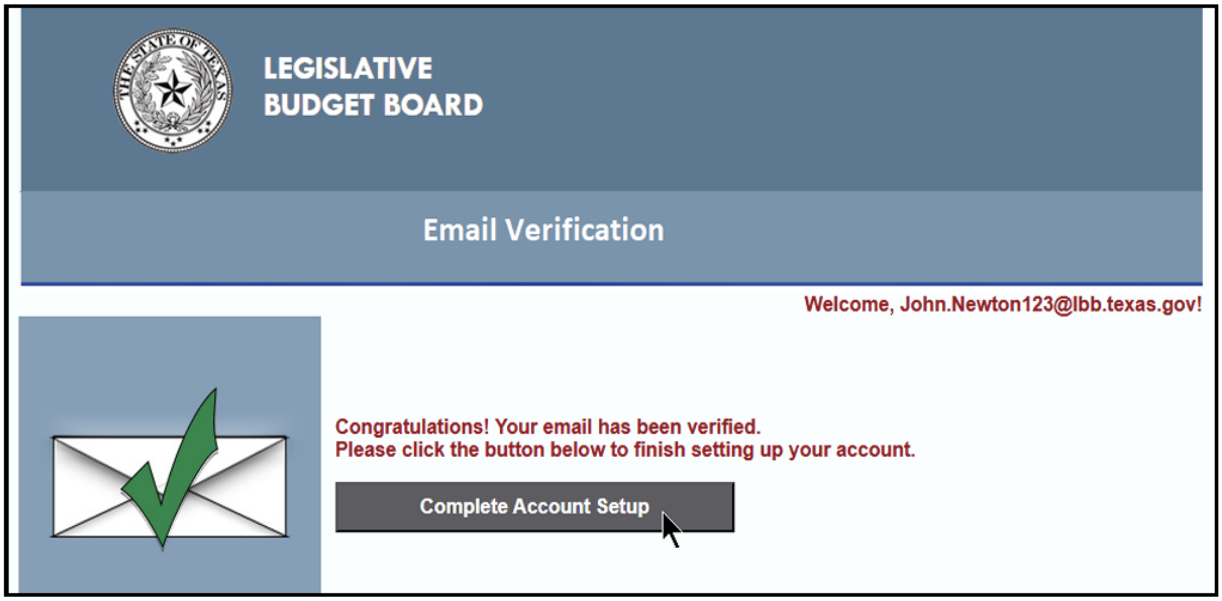

(4) Click on the link (**Confirm Email**) in your confirmation email.



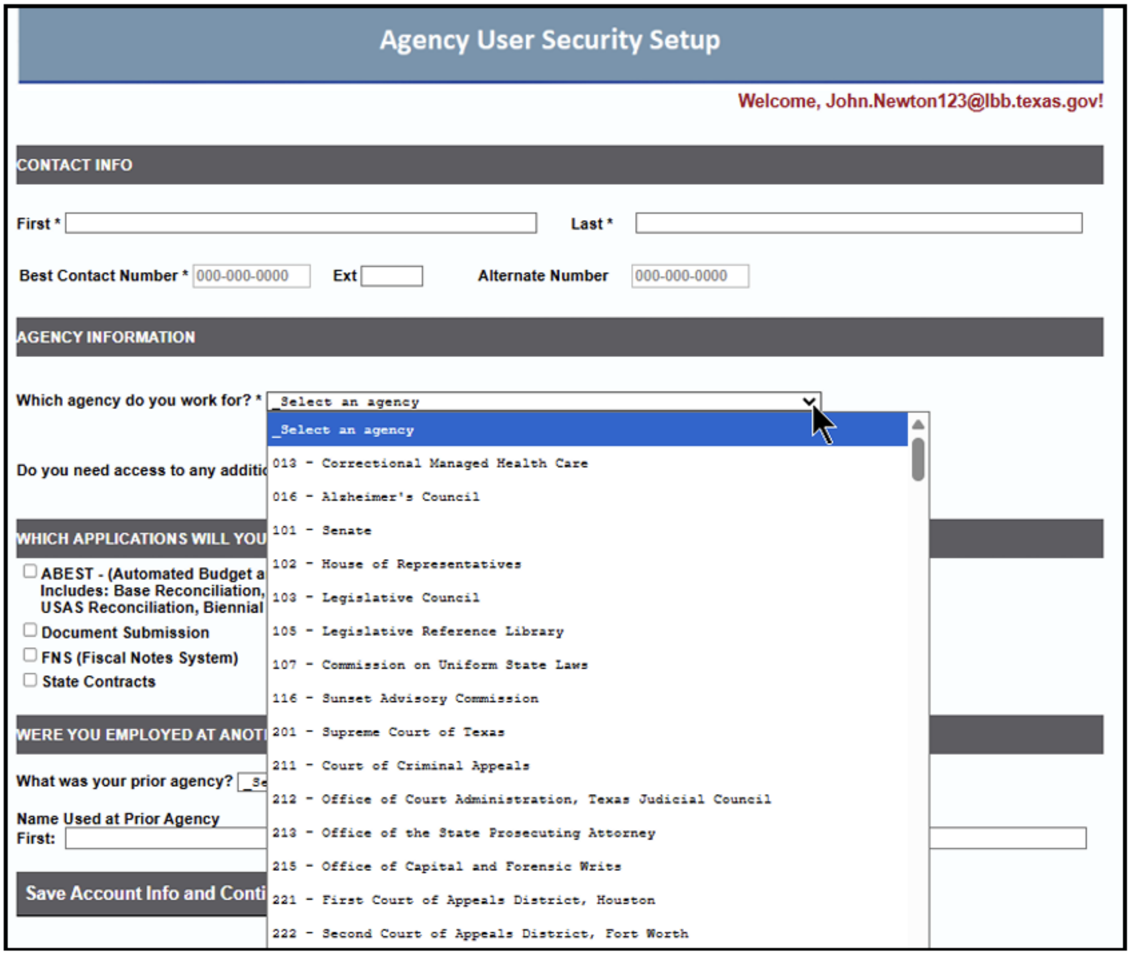
**IMPORTANT**

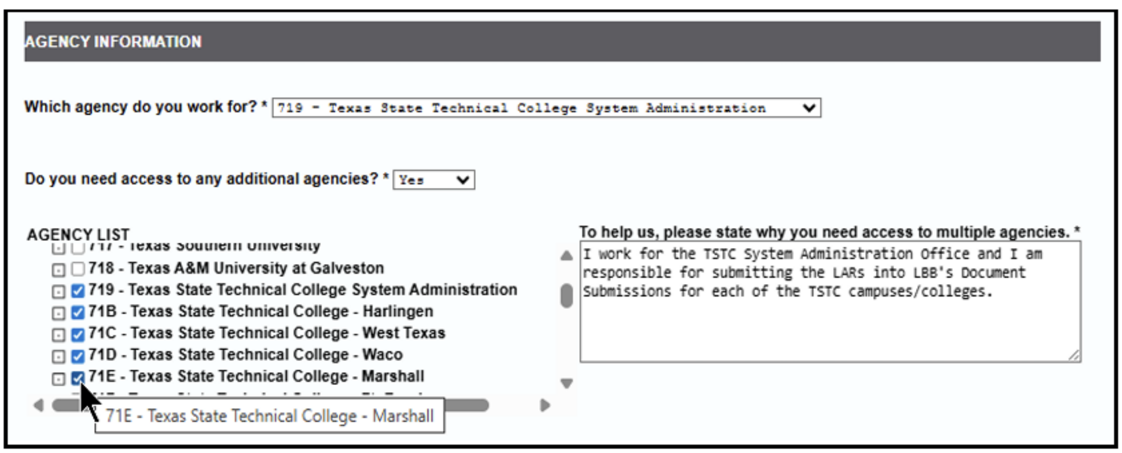
If you don't see the confirmation email, you may need to check your spam folder. The confirmation email will expire in 15 minutes

(5) An Email Verification screen will display. Click **Complete Account Setup** to finish setting up your account.

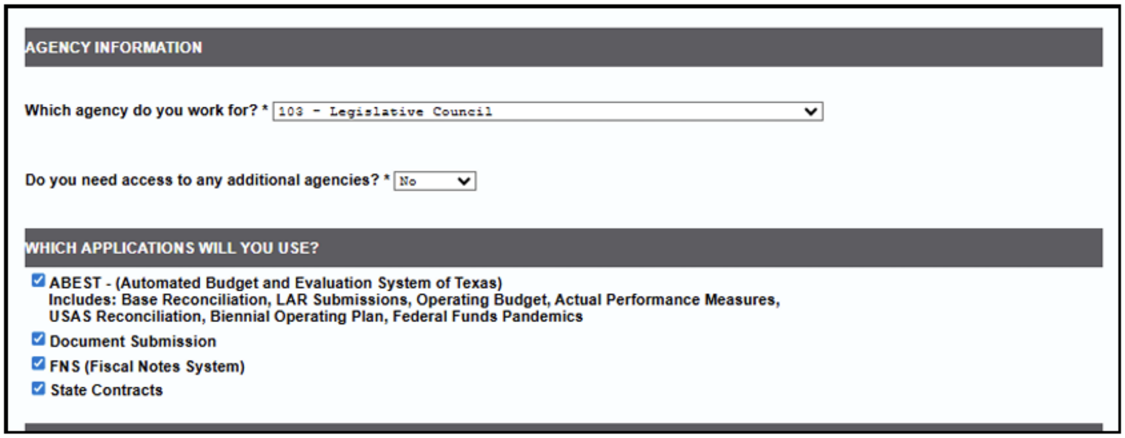



(6) Enter your information in each data entry field of the Agency User Security Setup screen. The screen utilizes dropdown menus as shown in the following example. If you don't need access to additional agencies, indicate "No" in the applicable dropdown menu. If you do need access to additional agencies, indicate "Yes" in the applicable dropdown menu, and then complete the additional data entry fields that will open.

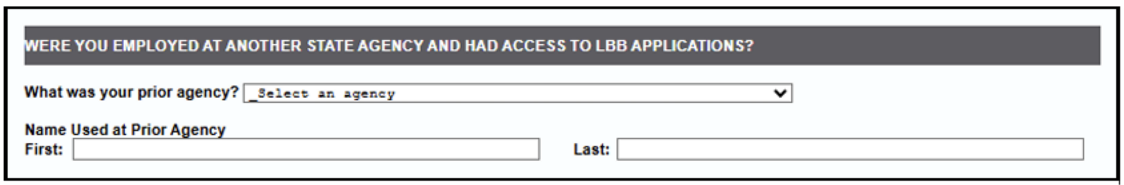



(7) Select all the LBB applications that you need to enter agency data and submit documents.

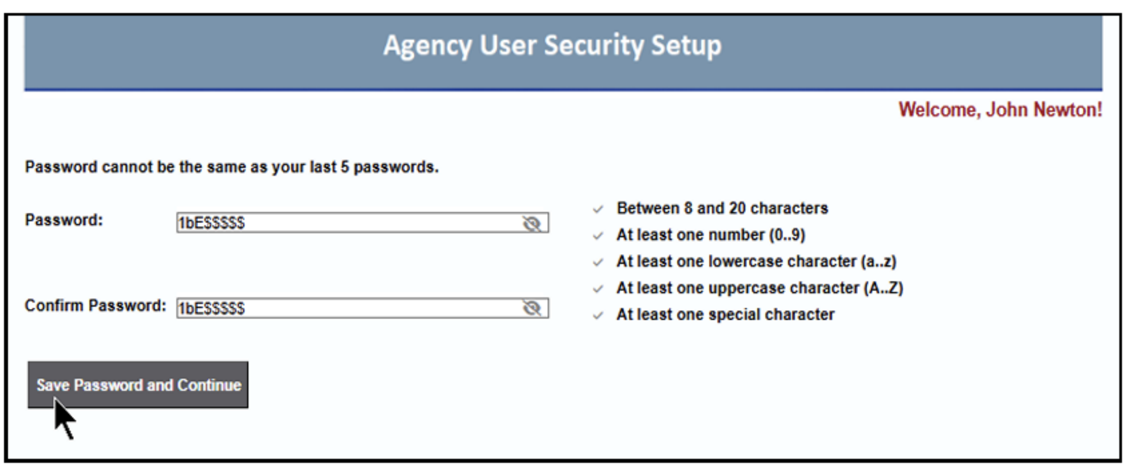



(8) If you previously were employed at another Texas state agency and had access to LBB applications, provide that information in the applicable section.

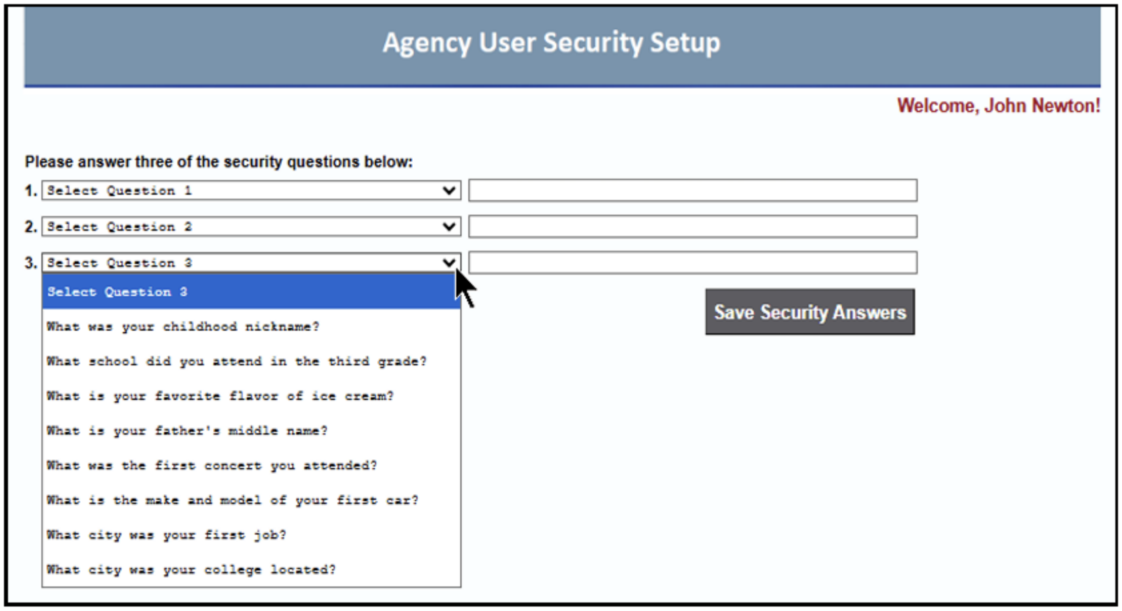


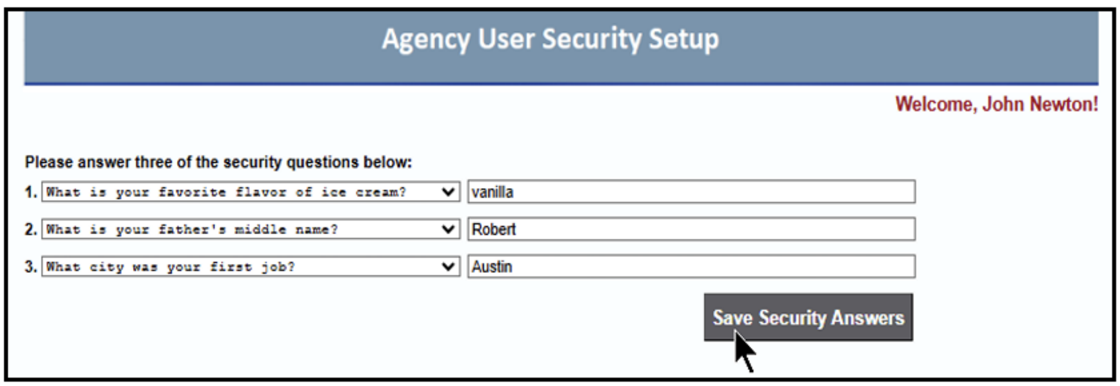

(9) After you have entered all your information, click **Save Account Info and Continue**.


(10) Next, enter your preferred password. Then click **Save Password and Continue**.

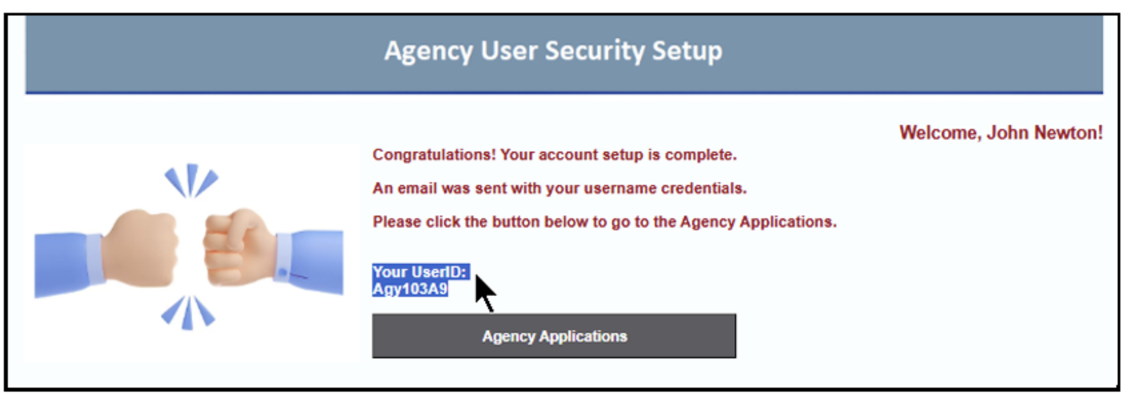


(11) Select your three security questions, then enter the answer to each question and click **Save Security Answers**.




(12) After your account setup is complete, the following screen will display with your approved LBB User ID.



(13) When your LBB user account setup is complete, you will receive the following email.

> Thank you for setting up your LBB account.
>
> When logging into our systems, use this userid: **Agy103A9**
>
> You can access our applications and instructions by using the links below:
>
> For ABEST, Document Submissions, Fiscal Notes System and State Budget by Program applications: LBB Agency Portal
>
> Instructions for entering data: Instructions: Budget Submissions & Other Reporting Instructions
>
> For the Contracts Management System: Contracts
> Click the icon for 'Agency Contract Reporting' to login. Additional Resources for using the LBB Contracts Database is located on the Contracts page.
>
> If you need assistance, please send an email to WebAppSupport@lbb.texas.gov or call the Application Support Help Desk at (512) 463-3167.
>
> During session, if you need immediate assistance with Fiscal Notes, please call the FNS Helpdesk at (512) 936-4033.
>
> Please do not respond to this e-mail.

(14) Please note LBB Application Support has two phone numbers depending on the application. For assistance on ABEST, Document Submissions, Contracts, and State Budget by Program, please call 512-463-3167. For the Fiscal Notes System, please call 512-936-4033.

> If you need assistance, please send an email to WebAppSupport@lbb.texas.gov or call the Application Support Help Desk at (512) 463-3167.
>
> During session, if you need immediate assistance with Fiscal Notes, please call the FNS Helpdesk at (512) 936-4033.

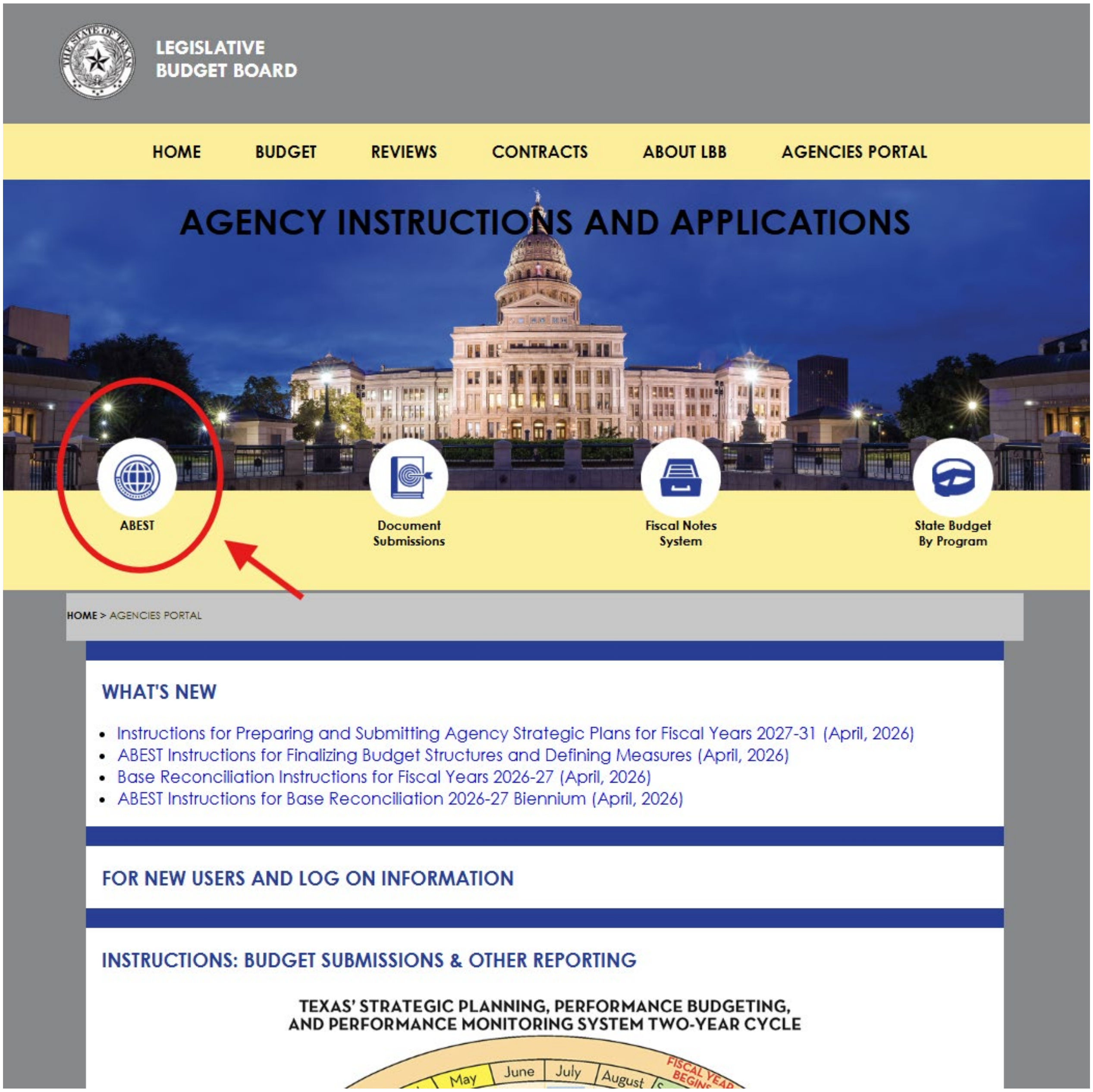
> If you need assistance, please send an email to WebAppSupport@lbb.texas.gov or call the Application Support Help Desk at (512) 463-3167.
>
> During session, if you need immediate assistance with Fiscal Notes, please call the FNS Helpdesk at (512) 936-4033.

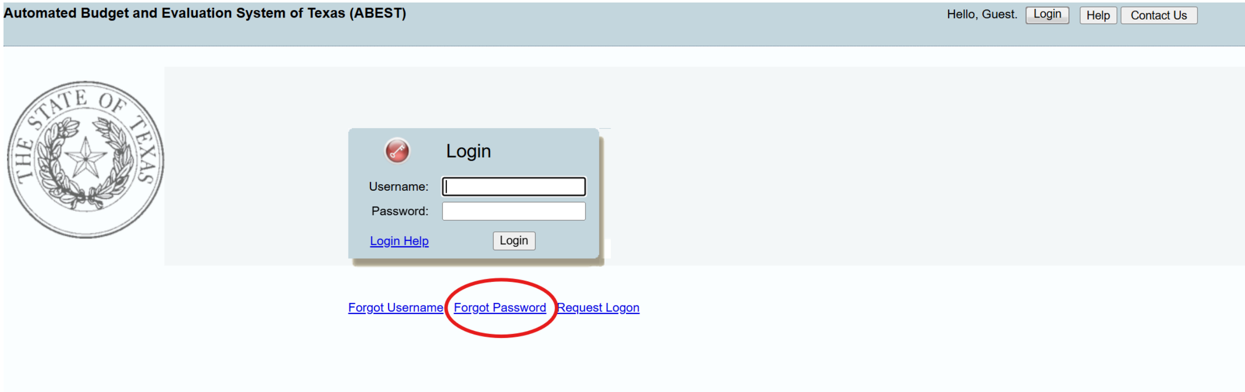
(15) Review detailed data entry instructions for each application through the link highlighted in the following example.

> You can access our applications and instructions by using the links below:
>
> For ABEST, Document Submissions, Fiscal Notes System and State Budget by Program applications: LBB Agency Portal
>
> Instructions for entering data: Instructions: Budget Submissions & Other Reporting Instructions

### *LOGGING IN*

(1) The LBB recommends using Google Chrome as your browser for ABEST data entry. Other browsers (e.g., Firefox, Safari, Microsoft Edge, etc.) will not work consistently and can cause problems in the application. From the LBB website (www.lbb.texas.gov), click **Agencies Portal**, then click **ABEST**.

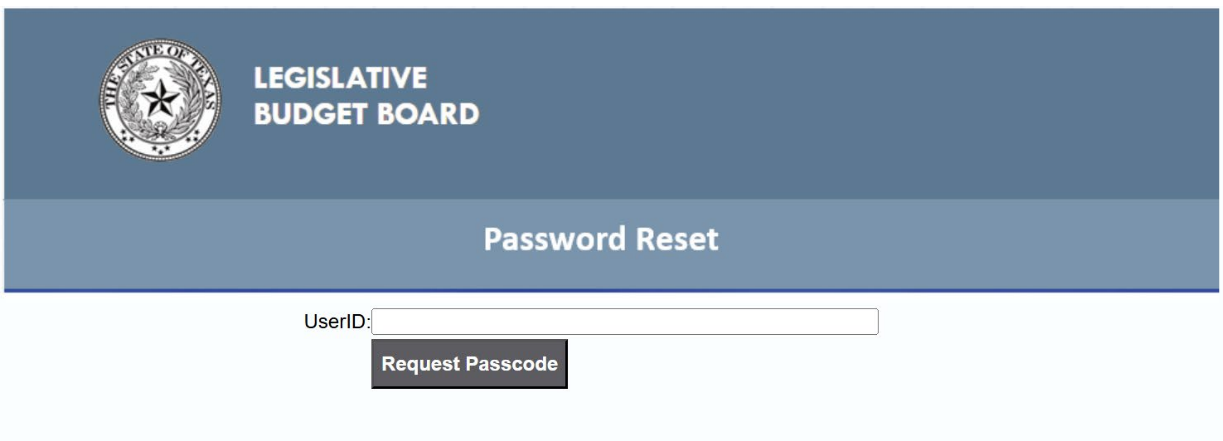




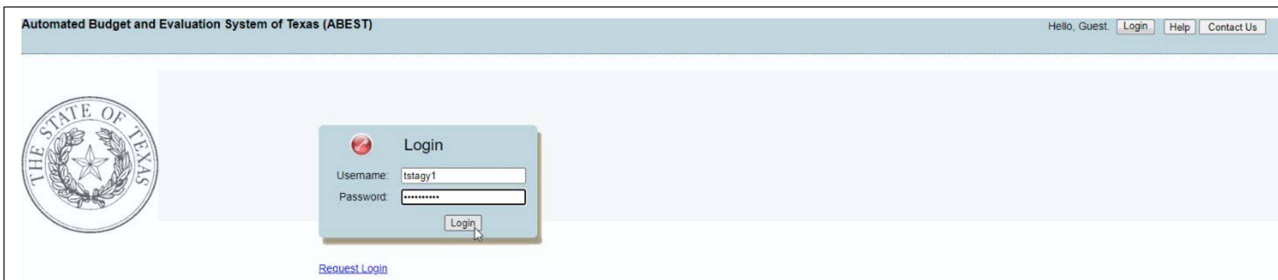

**IMPORTANT**

If you already have login credentials and have forgotten your user ID and/or password, click the links beneath the Login window to recover your information. The example below shows the process for a password reset.

If you encounter any issues, call the ABEST Help Desk at 512-463-3167.




(2) Enter your username and password and click **Login**.



**TIP**

You can also access the Agency User Security Setup mentioned earlier by clicking **Request Login**.

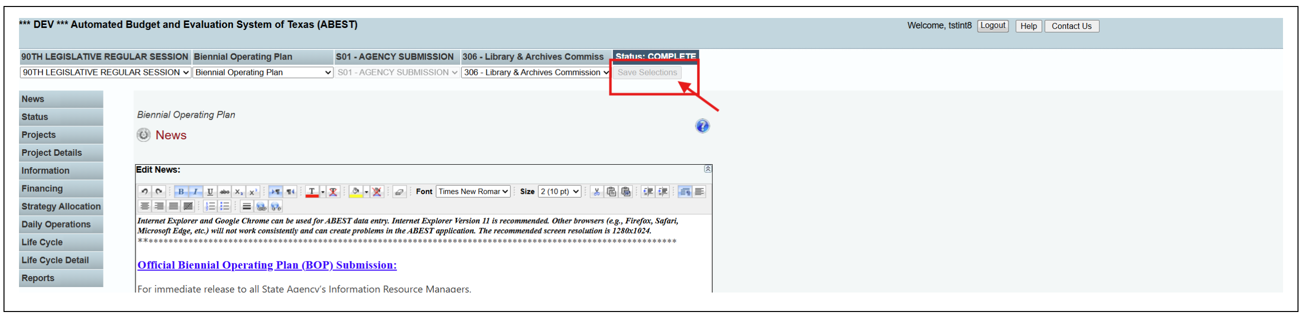
### PROFILE SELECTION

The profile screen appears upon successfully logging into ABEST. Options selected on this screen determine the menu layout for a particular business process in ABEST (e.g., Base Reconciliation, Legislative Appropriations Request, Biennial Operating Plan, etc.).

(1) From the available drop-down boxes, select **90th Legislative Regular Session**, **Biennial Operating Plan**, **S01 – Agency Submission**, and your agency code.

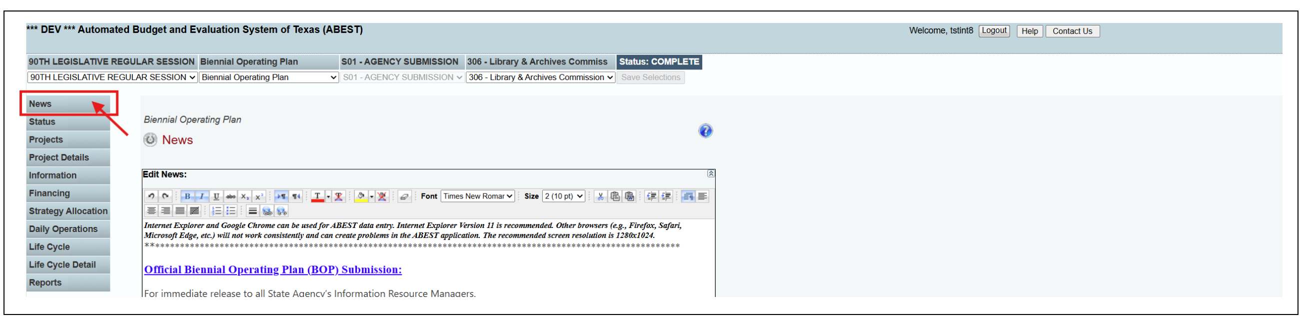
(2) Click **Save Selections** to update your profile, as shown on the next page.

The options selected here will display on the profile settings bar at the top of each screen. The agency status associated with these settings also is included as shown in the example (designated as **Empty**).




### NEWS SCREEN

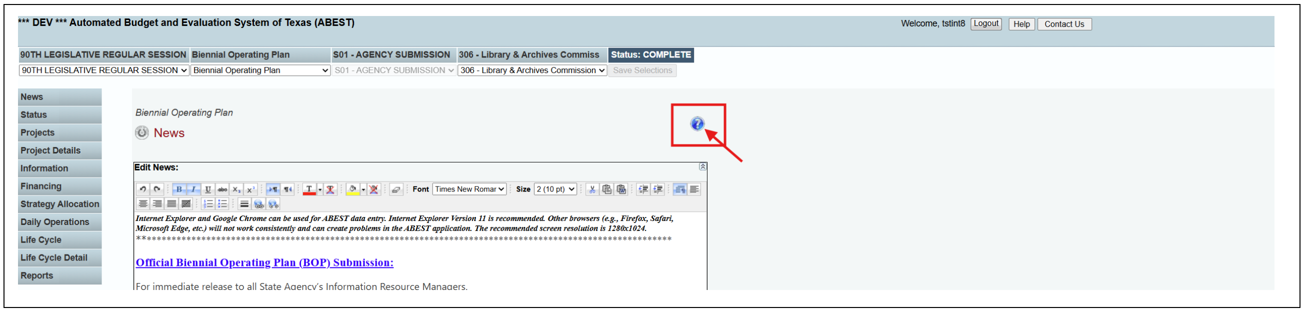
The news screen provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time logging into the BOP or if the system has updated the news screen. You can click the **News** menu anytime to view this information.




### HELP

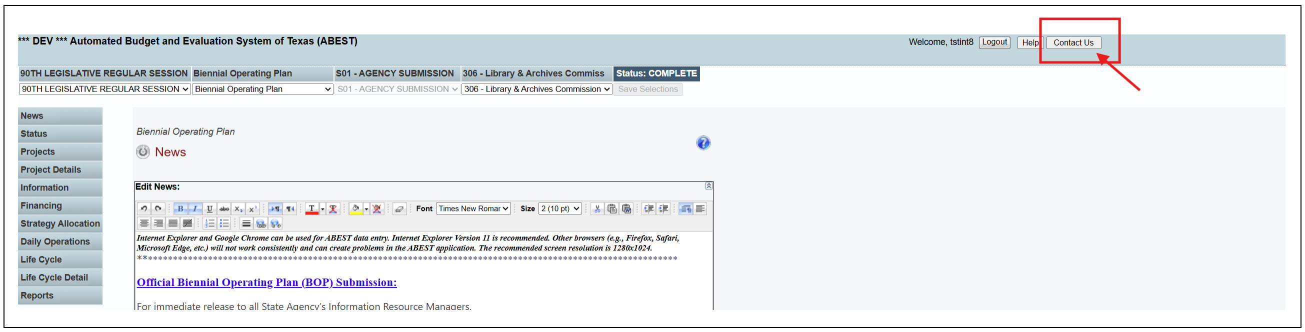
View this manual online or get help based on your screen location.

Click the **Help** icon  to view the user manual and see detailed information about the screen you are using. The user manual opens and links to the information based on your screen location.

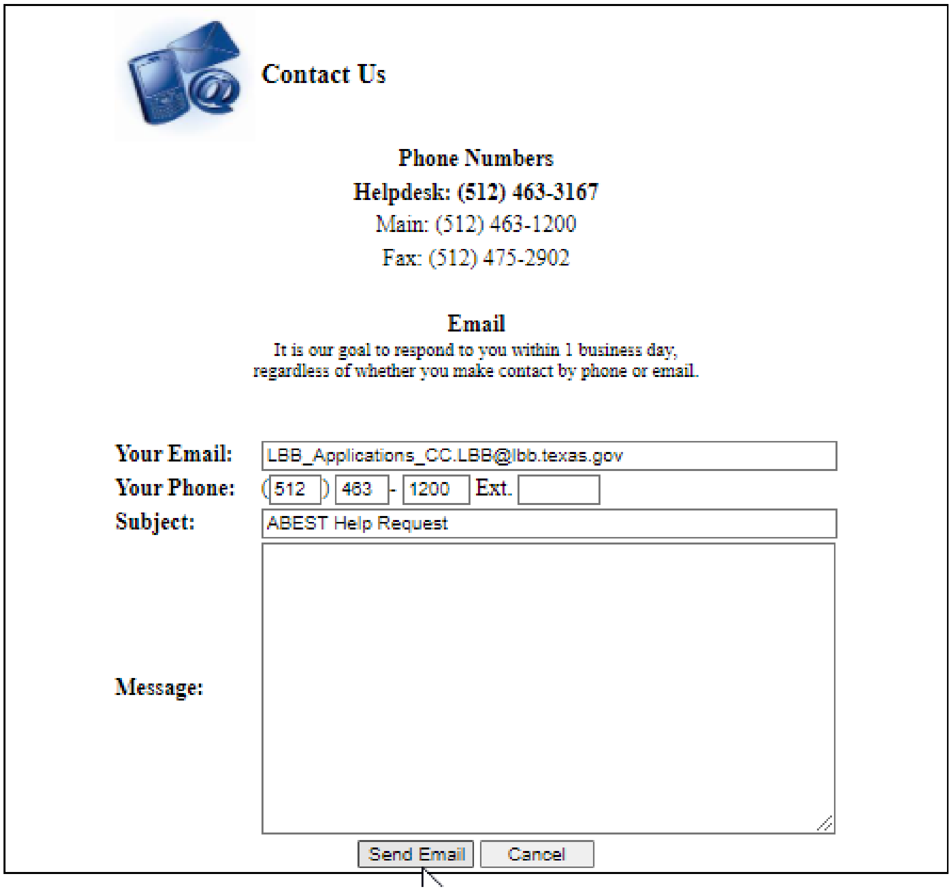



## *CONTACT INFORMATION*

Contact the LBB by calling the ABEST Help Desk at 512-463-3167 or by clicking on the **Contact Us** button.




The call always goes directly to voicemail, so be prepared to leave a message. A typical callback response from the help desk is within 30 minutes during business hours. We will respond to email inquiries as soon as possible; no later than the end of the next business day in some cases.


Contact Us

Phone Numbers
**Helpdesk: (512) 463-3167**
Main: (512) 463-1200
Fax: (512) 475-2902

**Email**
It is our goal to respond to you within 1 business day,
regardless of whether you make contact by phone or email.

**Your Email:** LBB_Applications_CC.LBB@lbb.texas.gov
**Your Phone:** (512) 463 - 1200 Ext.
**Subject:** ABEST Help Request
**Message:**

Send Email | Cancel

**IMPORTANT**

The LBB's Application Support team answers calls and emails in the order they are received. Do not call the help desk and send an email simultaneously for assistance. Using both options at the same time causes difficulty for our team to determine who has been helped.

### *CHANGING THE STATUS TO INCOMPLETE*

The status screen displays the agency's status for BOP. Use the following steps to begin data entry.

**IMPORTANT**

ABEST will not enable you to enter data until you set the status to **Incomplete**.

(2) Click the **Status** menu. Before you begin data entry, verify that the BOP status is set to **Incomplete**.


(3) To change the BOP status to **Incomplete**, click the **Incomplete** radio button and click **Save**.

**IMPORTANT**

As you enter the BOP data, closing edits will appear on the status screen including the need to reconcile to the agency's data entered into the Legislative Appropriations Request (LAR). You must clear the edits before you can submit the BOP electronically. Although the submission is electronic, you will use the reports menu to print out copies of the BOP reports.

When you have completed the data entry for the BOP, you will need to set the status to **Complete**. See Changing Status to Complete.

**CAUTIONS AND IMPORTANT INFORMATION**

**Caution**: You will lose data if ABEST is inactive for 15 minutes or more. Always click **Save** if you leave the computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen the browser, then log back in. Any unsaved data must be reentered.

**Caution**: You will lose data if you move to another grid without saving it first. Save the work frequently by clicking **Save** on the grid where you are working. The **Save** button works independently for each grid on the screen. Any unsaved data must be reentered.

**Important**: Read the news screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

### *BOP PURPOSE*

The BOP is a tool that agencies use to plan for the appropriate use of information resources (IR) to support their missions, goals, objectives, and strategies. The BOP should implement an agency's Strategic Plan, IR Strategic Plan, and the State Strategic Plan for Information Resources Management and demonstrate how the agency intends to accomplish its strategic objectives using information technology (IT) while remaining consistent with the agency's budget request. When completing the BOP, agencies should address how projects address the following areas:

- benefit individuals in this state and benefit the state as a whole;

- use, to the fullest extent, technology owned or adapted by other state agencies;
- employ, to the fullest extent, the department's IT standards, including Internet-based technology standards;
- expand, to the fullest extent, to serve residents of this state or to serve other state agencies;
- develop and implement the project on time and on budget; and
- produce quantifiable returns on investment for major IR projects.

These instructions are categorized into sections that explain the BOP with information about requirements, navigation, and the purpose for gathering the information in the BOP. Sections include each area that is required for agencies to enter information related to IR with images that will help agencies navigate ABEST.

### *BACKGROUND AND REQUIREMENTS*

Every agency is required to complete the Daily Operations Project area of the BOP. Only agencies that have signed Interagency Contracts with the Department of Information Resources (DIR) are required to have a Capital Budget Data Center Services or Shared Technology Services project (DCS or STS).

Agencies must complete object of expense and method of finance data for each strategy and capital budget parts of the Legislative Appropriations Request (LAR) before entering BOP data.

The Information Resources Management Act (the Texas Government Code, Chapter 2054) directs that an agency's strategic-planning process coincides with the state's budget cycle. As part of the process, agencies must prepare BOPs to substantiate daily operations and capital project information.

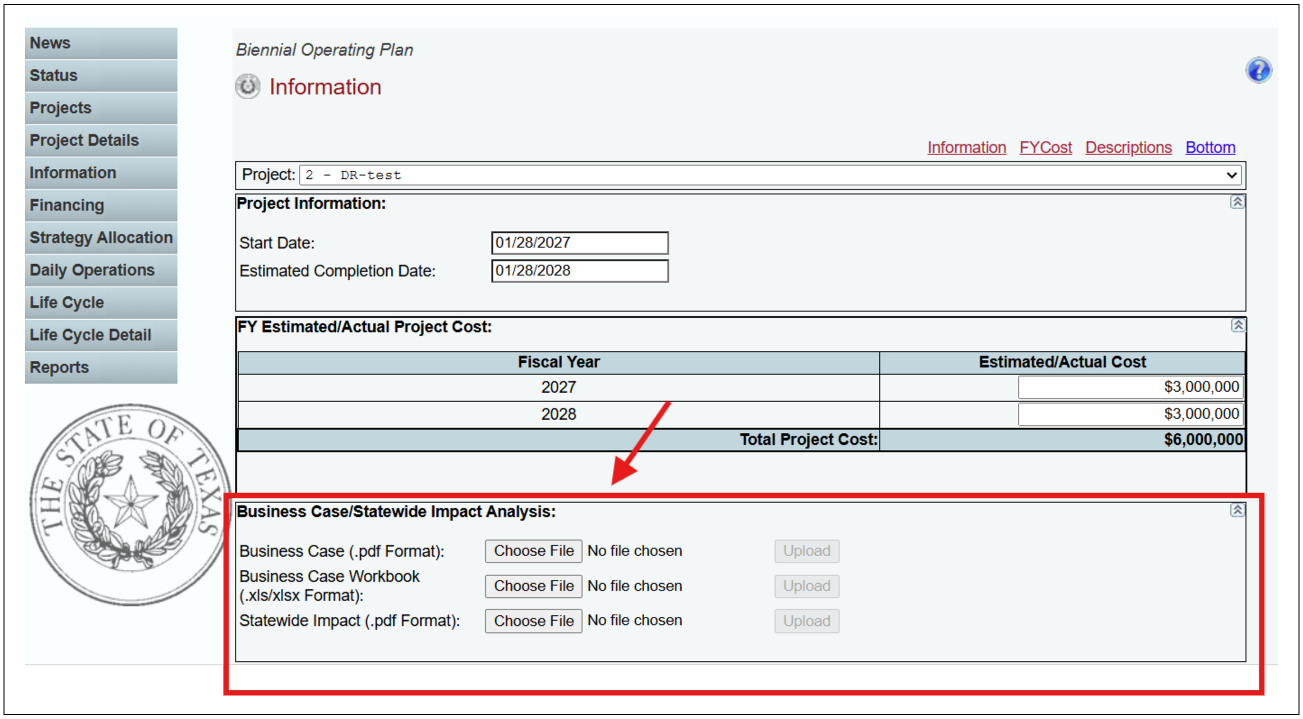
The Quality Assurance Team (QAT) collaborates with agencies toward successful outcomes for major IR projects. QAT assesses projects regularly to help enhance agencies' abilities to deliver their projects on schedule, on budget, and within scope commitments made to state leadership. The project information in a BOP provides the basis for QAT's review and approval. State agencies must comply with QAT initiatives.

An agency must utilize the Texas Project Delivery Framework for projects designated as major IR projects. Further information is available at https://dir.texas.gov/resource-library-item/texas-project-delivery-framework-reference-guide.

A state agency should utilize the requirements, definition, scope, and statement of work to estimate the resources and costs necessary to support the project. Project resources should represent all direct costs necessary to satisfy requirements from the planning and analysis phase to the post-implementation phase. This estimate includes both capital and informational costs, agency staffing and employee benefits.

Any IR technology project that employs internal staff only will not be considered a capital budget project. However, the costs for internal staff should be reported in the BOP as a Daily Operations project. In addition, if the project meets the requirements of a major IR project as defined in the Texas Government Code, Section 2054.003, then a Business Case and Statewide Impact Analysis must be submitted when the LAR is submitted. A reminder appears when a major information resource project is entered in ABEST.

If the agency has defined a new major IR project, the agency is enabled to upload PDFs of Business Case and Statewide Impact Analysis in ABEST.




### *BOP EVALUATION*

Each BOP is evaluated for the following elements:

- compliance with the General Appropriations Act and other legislation;
- consistency with the agency's LAR submission and exceptional items;
- consistency with the agency's submission of the Prioritization of Cybersecurity and Legacy Systems Modernization Projects (if applicable);
- consistency with Major Information Resource Project documentation (if applicable);
- compliance with instructions, standards, and guidelines;
- relevance to the agency's organizational and operational environment;
- benefits to the agency, state, and residents;
- technical validity; and
- cost-effective implementation of IR technologies.

A BOP is organized by eight expenditure categories:

- Acquisition of Info. Resources (Category 5005);

- Lease Payment/Mst Lse Prg (Category 5008);
- Emergency Management IR Technologies (Category 5009);
- Daily Operations (Category 6000);
- Data Center/Shared Technology Svcs (Category 7000);
- CAPPS – Statewide ERP System (Category 8000);
- Cybersecurity Project (Category 9000); and
- Legacy Modernization (Category 9500).

**NOTE**

**Regarding cybersecurity and legacy modernization projects:** Projects may address both security concerns and modernization of legacy applications simultaneously. However, agencies must categorize the project as either Capital Project Category 9000 Cybersecurity or 9500 Legacy Modernization. Agencies should consider the following guidance when determining the category in which to classify projects:

- Cybersecurity (9000) projects should include projects related to the protection of computer systems from theft and damage to their hardware, software, or data, and from disruption or misdirection of services. Projects should have the primary purpose or driver of improving the agency's cybersecurity and address or improve the organization's capability to identify, detect, protect, respond, or recover from cybersecurity events, threats, and vulnerabilities; and
- Legacy Modernization (9500) projects should include projects that have the primary purpose of modernizing or replacing a computer system or application that currently is operating with obsolete or inefficient hardware or software.

### *DATA CENTER SERVICES/SHARED TECHNOLOGY SERVICES*

Agencies utilizing the DCS or STS program for fully managed infrastructure services need to add a Data Center/Shared Technology Svcs project (Category 7000). Enter the DCS project the same way as other projects.

Additionally, for agencies utilizing the program on a limited basis for services (e.g., Microsoft Office 365 cloud-based services), mainframe, servers, and other traditional data center services, costs included as DCS or STS should include print and mail, application services, managed security services, public cloud services, and other services offered through the program. Please note that the project should be entered when the biennial cost is estimated to be $100,000 or greater.

### *CENTRALIZED ACCOUNTING AND PAYROLL/PERSONNEL SYSTEM*

The Centralized Accounting and Payroll/Personnel System (CAPPS) – Statewide Enterprise Resource Planning (ERP) System project area (Category 8000) is to be used by agencies that participate in or are requesting appropriations to participate in the Comptroller of Public Accounts' Statewide ERP System project. All CAPPS estimated and budgeted expenses for fiscal years 2026 and 2027 and requests (baseline and exceptional) for fiscal years 2028 and 2029 should be identified in capital budget submissions within this Capital Project category. Affected agencies should identify all costs.

Additionally, agencies implementing CAPPS hub systems should include all ongoing costs to support and maintain the systems. These agencies should identify in capital budget submissions any requests to fund costs for internal needs that arise from deployment. Agency internal costs to deploy onto central CAPPS typically include the following elements:

- back-filling subject matter experts (SME) dedicated to agency deployment efforts (on average, four hours per day, four days per week);
- training services for agencywide training efforts;
- programming services to modify agency internal interfacing systems;
- disposition of agency legacy data;
- IT efforts to meet minimum browser and network connectivity requirements; and
- travel costs for SME assignments or agencywide training efforts.

The entire request should be included as a capital budget project as Category 8000 CAPPS Statewide ERP System. Costs should be identified as capital expenses; associated staffing costs should be shown as noncapital informational expenses. Agencies that estimate their biennial deployment costs at $500,000 or less and absorb those costs within their baseline request are not required to include a capital project. However, agencies that are reallocating CAPPS deployment funding from the 2026–27 biennium for continued deployment costs during the 2028–29 biennium should submit a capital project budget item.

### *SUBMISSION SCHEDULE*

The BOP is due on the same date as the LAR. See the 2028–29 BOP Submission Schedule at the end of these instructions for agencies' BOP submission due dates.

**IMPORTANT**

If the agency lists an Exceptional Item(s) for Acquisition of Information Resource Technology in the LAR, verify that the project is also listed in the BOP and reflects the same amounts. These projects would list only amounts in the Exceptional Item fields as shown below.

*Biennial Operating Plan*

Financing

Capital Informational DCS Related Costs Bottom

Select a Project: 3 - Data Center Consolidation

Add Multiple MOFs - Capital

**Capital:**

| MOF | TOF | Est 2026 | Bud 2027 | BL 2028 | BL 2029 | Excp 2028 | Excp 2029 |
|---|---|---|---|---|---|---|---|
| 1 - General Revenue Fund | CA | 0 | 0 | | 0 | $100,000 | $100,000 |
| **MOF TOF Capital Totals:** | | **$1,322,890** | **$1,322,890** | **$1,322,890** | **$1,322,890** | **$0** | **$0** |

If the agency requests an exceptional item, use Part 4.A. Exceptional Item Request Schedule in the LAR. Agencies should provide additional information in the BOP submission, including a description and status of the new or existing project; outcomes and outputs; a detailed breakdown of budgeted and estimated IT costs; and a brief analysis of project alternatives, scalability, and adjusted costs related to scalability. Beginning this session, agencies are required to isolate any IT component of an Exceptional Item request into a subrequest.

## *DATA ENTRY CONSIDERATIONS*

Consult the following reference for information regarding data entry.

**DATA ENTRY REFERENCE**

| TEXT LIMITATIONS | ENTERING DATA | SAVING DATA |
|---|---|---|
| • You may copy text from a word-processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not be copied properly. Avoid outline styles that combine numbers and bullets.<br>• Numeric fields may contain 12 digits maximum. Enter only whole dollar amounts, not decimal places. Do not enter commas in numeric fields. | • Click in the data cell and enter the data.<br>• Press Tab to move across to the next cell.<br>• At the end of a row, manually click the cursor in a cell on a new row to enter more data.<br>• You can expand some multiline text fields by double-clicking in the field. Press the Enter key to start a new line of text in a multiline text field. Click the cursor outside the field or press Tab to move out of the field. Save the work by clicking **Save**.<br>• Use the built-in calculator by double-clicking in any active data entry cell. After making the calculation and clicking the **=** button, click **Send to Grid**. The number you calculated transfers to the cell in which the cursor appears. | • Save data by pressing Enter on the keyboard or by clicking **Save** on the screen.<br>• Use the gray section to add new information to a corresponding grid and click **Save**. |
| **COLOR CONVENTIONS** | **NAVIGATION** | |
| • Unsaved numbers appear blue and italicized. Saved numbers appear black.<br>• Gray data cells are read-only and may not be changed. Contact the LBB analyst to request any changes. | • To move to the top of a long screen, click the **Top** hyperlink at the bottom of the screen.<br>• To move to the bottom of the screen, click the **Bottom** hyperlink at the top of the screen. | |

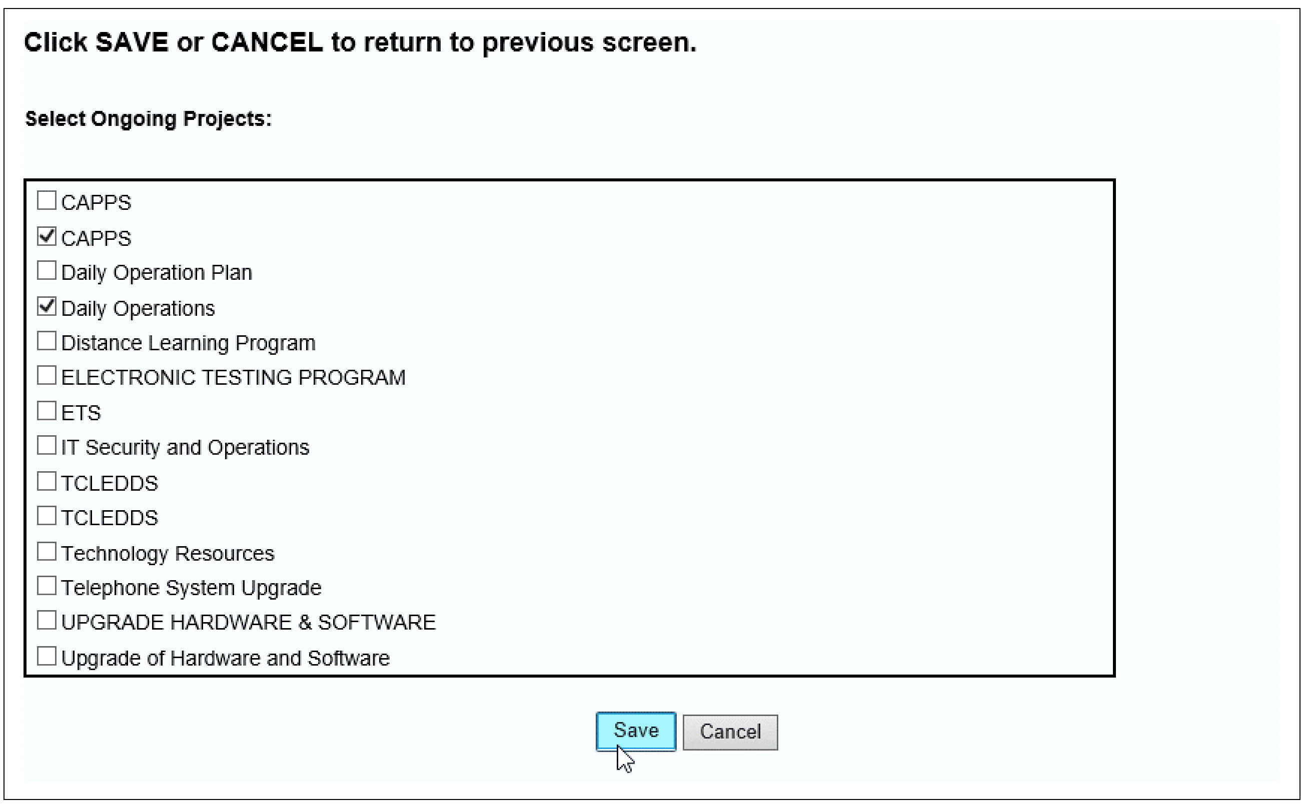
# ENTERING PROJECTS

## *ONGOING PROJECTS*

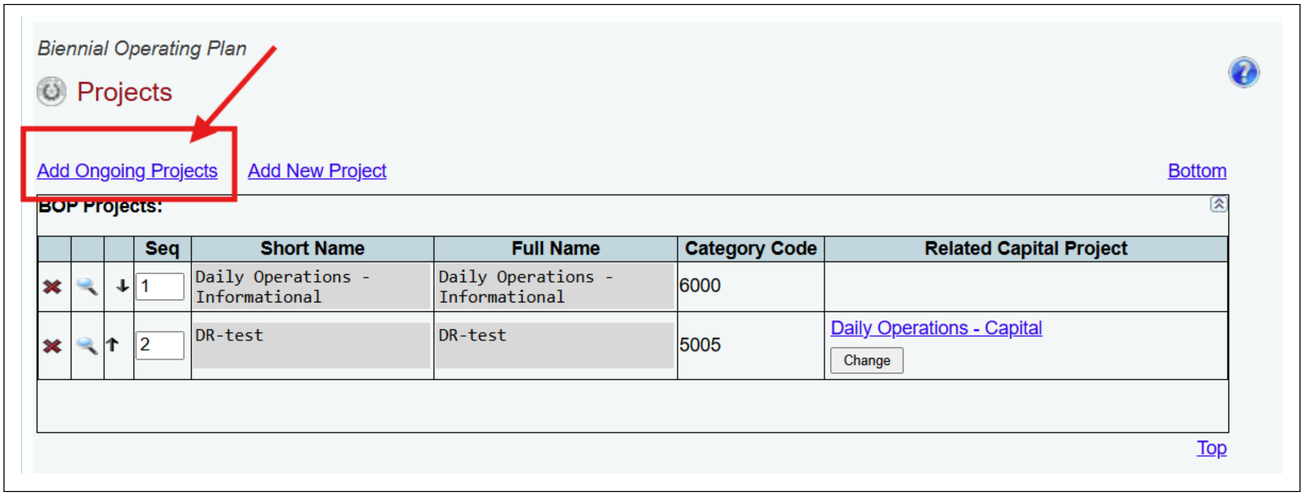
ABEST defines an ongoing project as a project the agency has used in the past.

(1) Adding Ongoing Projects – To add an ongoing project, click **Add Ongoing Projects**.

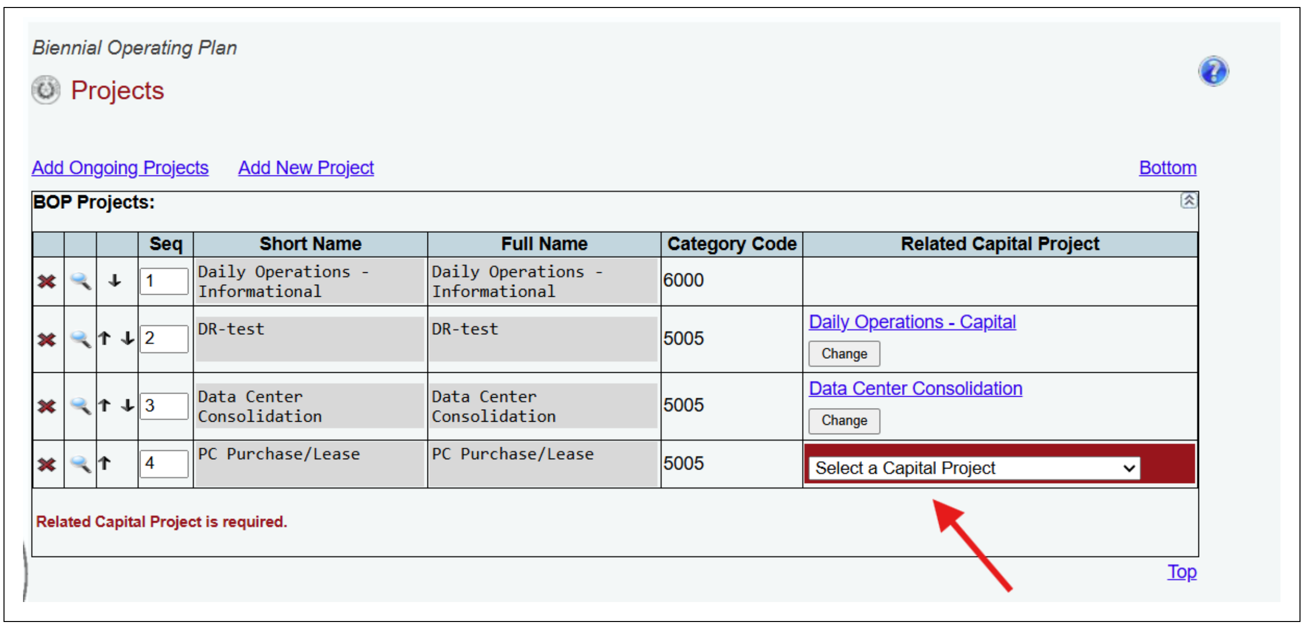

(2) The screen shows all ongoing projects for the agency.



(3) Review the appropriate ongoing projects for accuracy. Select the projects to add and click **Save**. The selected projects appear on the Projects grid.



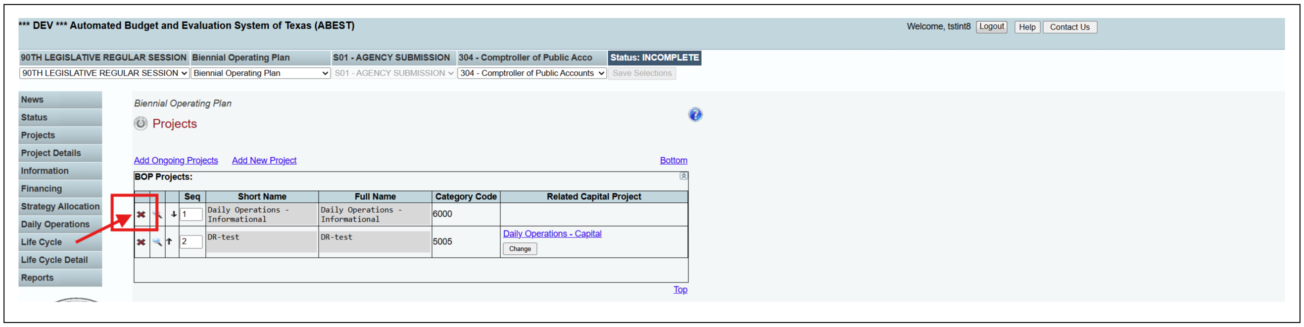

Ongoing Projects will be linked automatically to the Capital Project in the LAR that it was linked to in previous sessions. If the Capital Project is no longer available in the LAR, the following warning will appear on the grid: Related Capital Project is required. Use the drop-down box to link the appropriate Capital Project.




**IMPORTANT**

The Seq field links projects in the agency's BOP submission to LAR capital budget projects in Category 5005 Acquisition of Info. The BOP submission compares to the capital budget request using the Seq to link projects.

(4) Deleting Ongoing Projects – Delete ongoing projects by clicking the red **X** on the left of the Projects grid. Click **OK** in the confirmation window.




## IMPORTANT

If you delete an ongoing project, it no longer appears on the Ongoing Projects screen. If you entered data before deleting the project, ABEST has deleted the data and you must reenter it.

The options in the following reference are helpful to navigate the screen quickly, especially when you have a large amount of data displayed on the screen.

## NAVIGATION OPTIONS REFERENCE

| | |
|---|---|
| **White Arrow** (top right) | Collapses or expands a grid. It also enables you to view the details above or below a grid. |
| **Projects** (hyperlink) | Moves to the top of the screen and displays projects the agency used in the past. |
| **Top** and **Bottom** (hyperlinks) | Positions the cursor at the top or bottom of the screen. |

### *DAILY OPERATIONS*

Daily Operations are the costs required to sustain the information resources (IR) services that are necessary to maintain agency operations at their current levels. These levels are referred to as Baseline Operations.

## NOTE

**For agencies with Data Center Services (DCS) or Shared Technology Services (STS) contracts:** DCS/STS expenditures should not appear in the Daily Operations project unless the Department of Information Resources (DIR) has approved a DCS/STS exemption.

Examples of appropriate expenditures for Daily Operations include the following:

- cost of staff to operate the computer room and maintain existing applications and systems;
- cost to operate and maintain existing networks;
- software and hardware maintenance contracts not associated with new systems;
- replacement of inoperative or damaged equipment necessary to maintain the current level of IR service;
- current software licenses;
- telecommunications line costs and long-distance charges;
- contracts, Interagency Contracts, or memoranda of understanding to continue processing services for existing systems;
- equipment that is already leased (not new equipment to be leased); and
- enhancement and software upgrades (do not identify as a separate new project for development unless the project has been identified as a capital budget item, a major IR project, or as a separate item in the LAR).

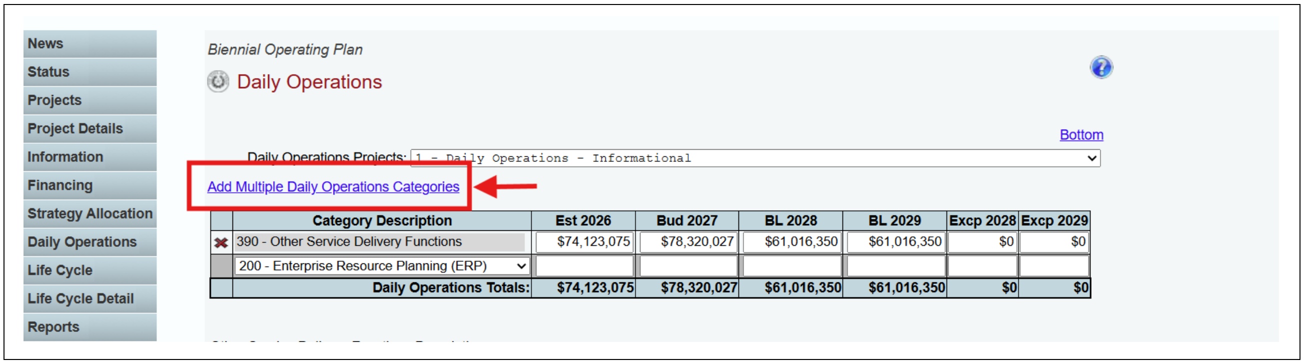
Projects that are not defined as Daily Operations (Category 6000) include the following:

- any activities that require additional development or expansion of the current level of IR service;
- expenditures such as consultant services;
- replacement of working but functionally obsolete equipment; and
- procurement of new equipment required for system or IR growth (other than the equipment specified previously).

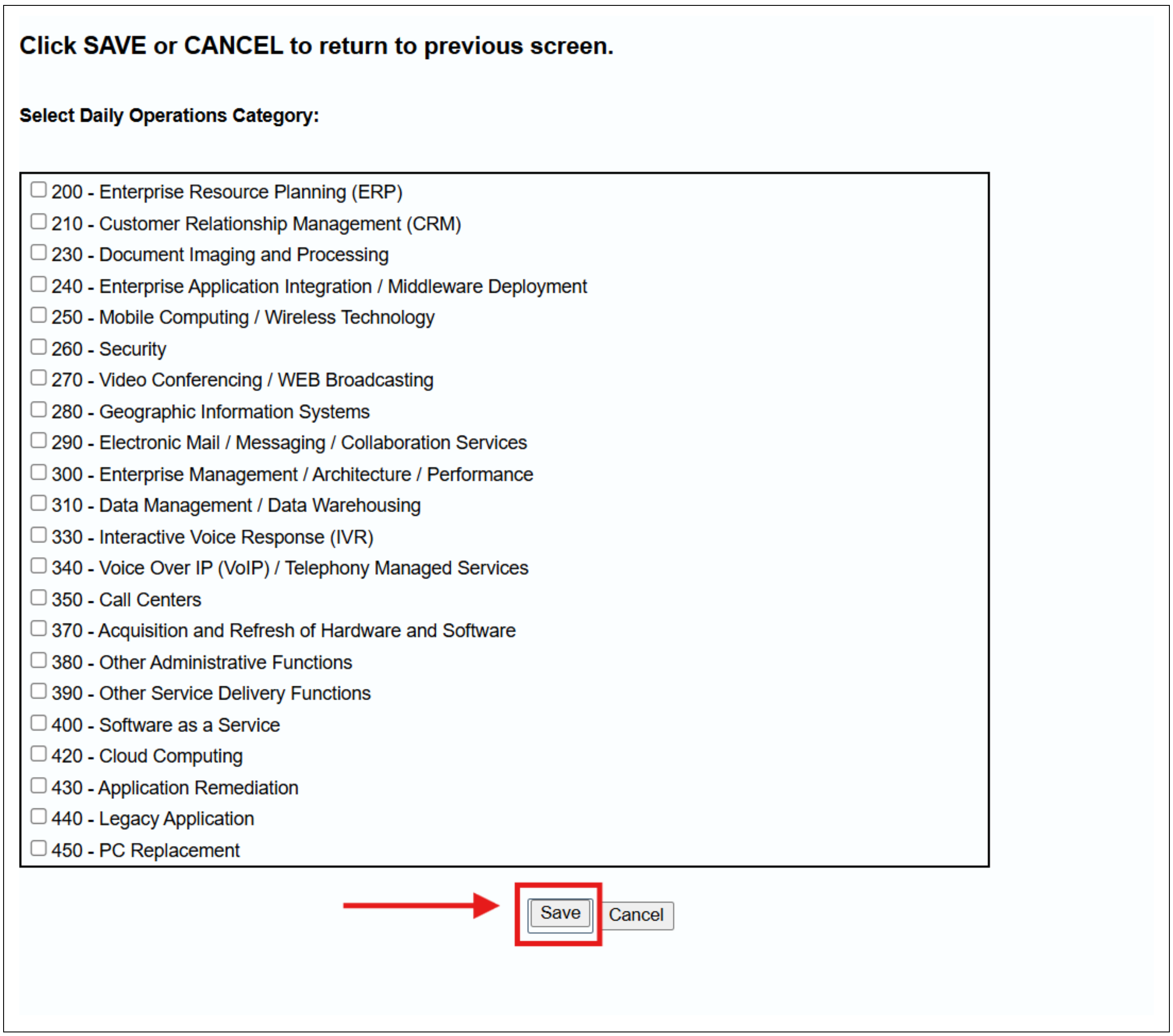
Every agency is required to complete the Daily Operations project area of the BOP. Daily Operations projects require the same data entry as other projects, but with additional information and an area to list additional Categories for daily operations.

Agencies participating in CAPPS, and agencies requesting appropriations to participate in the project, should not include expenditures in the Daily Operations project and should instead identify those costs under CAPPS – Statewide ERP System (Category 8000).

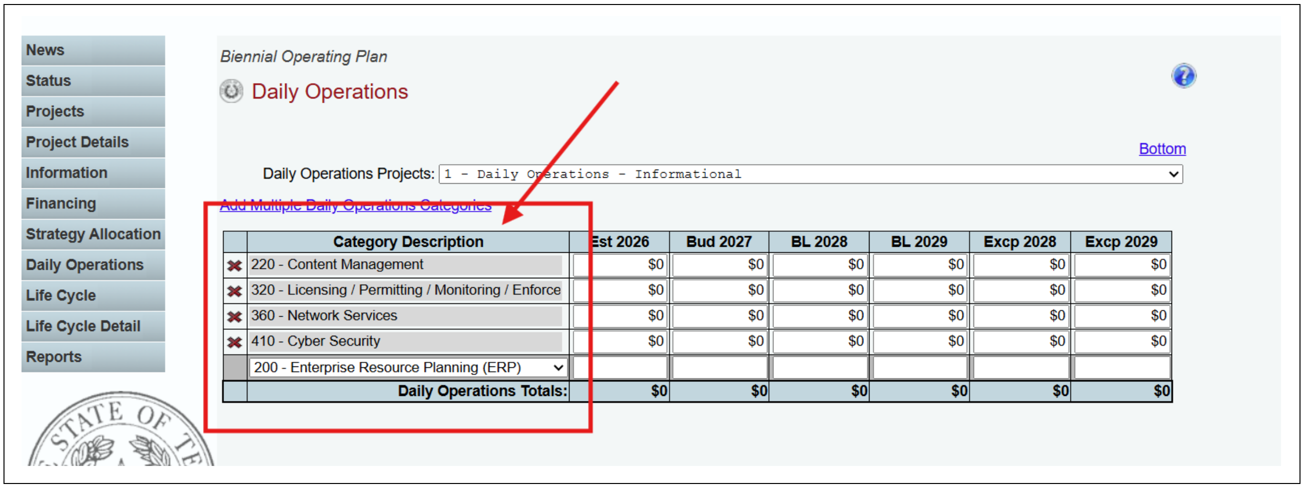
(1) Adding Daily Operations Categories – Click **Add Multiple Daily Operations Categories** at the top of the Daily Operations grid to add categories.




(2) The screen shows all categories for the agency. Click the appropriate category for Daily Operations to add and click **Save**.



(3) The selected Categories appear on the Daily Operations grid.




(4) Enter the amounts for the project and click **Save**. The system will not save the data unless you have entered at least one amount for the project.

## *ABEST CAPITAL BUDGETS*

**Rule 1:** Each OOE and MOF in strategy recommendations must have at least enough money to equal the sum of all projects allocated to that strategy/OOE and MOF combination. It's okay to have more.

| Proj. Seq. | Project Name | Project Category |
|---|---|---|
| 1 | Computer Network | 5005 Acquisition of Information Technology |
| 2 | Roof Repairs | 5003 Repair/Rehab of Building |

**Strategy Recommendations:**

| | Code | Strategy | 2028 | 2029 |
|---|---|---|---|---|
| OOE | 1002 | 01-01-01 | $100,000 | $100,000 |
| | 2009 | | 25,000 | 25,000 |
| | 5000 | | $100,000 | $100,000 |
| MOF | 1 | | 75,000 | 75,000 |
| | 666 | | 150,000 | 150,000 |
| OOE | 5000 | 02-01-01 | $150,000 | $115,000 |
| MOF | 1 | | 150,000 | 150,000 |

**Step 2: Capital Project Financing** ⟸ **Step 3: Capital Project Strategy Allocation**

**Capital Projects Financing:**
**Project 1—Computer Network (ID 1234)**

**Capital MOF/TOF**

| MOF | TOF | 2028 | 2029 |
|---|---|---|---|
| 1 | CA—Current Approp. | $120,000 | $120,000 |
| 666 | CA—Current Approp. | 130,000 | 130,000 |
| Total | | $250,000 | $250,000 |

**Informational MOF/TOF**

| MOF | TOF | 2028 | 2029 |
|---|---|---|---|
| 1 | CA—Current Approp. | $25,000 | $25,000 |
| Total | | $25,000 | $25,000 |

**Rule 2:** For each project, the total in Capital Projects Strategy Allocation (OOE) must equal the total in Capital Projects Financing (MOF) for capital and informational costs.

**Capital Projects Financing:**
**Project 2—Roof Repairs**

**Capital MOF/TOF**

| MOF | TOF | 2028 | 2029 |
|---|---|---|---|
| 1 | GO—Gen. Obligation Bonds | $50,000 | $50,000 |
| Total | | $50,000 | $50,000 |

**Rule 3:** For each project, the MOF total in Capital Projects Financing (MOF) must equal the total in Capital Projects Strategy Allocation (MOF) for capital and informational costs.

**Capital Projects Strategy Allocations:**
**Project 1—Computer Network (ID 1234)**

**Capital Allocations**

| Strategy | OOE | 2028 | 2029 |
|---|---|---|---|
| 01-01-01 | 1002 | $100,000 | $100,000 |
| 01-01-01 | 5000 | $75,000 | 75,000 |
| 02-01-01 | 5000 | $75,000 | 75,000 |
| Total | Rule 2 | $250,000 | $250,000 |

| Strategy | MOF | 2028 | 2029 |
|---|---|---|---|
| 01-01-01 | 1 | $45,000 | $75,000 |
| 01-01-01 | 666 | 130,000 | 75,000 |
| 02-01-01 | 1 | $75,000 | $75,000 |
| Total | | $250,000 | $250,000 |

**Informational Allocations**

| Strategy | OOE | 2028 | 2029 |
|---|---|---|---|
| 01-01-10 | 2009 | $25,000 | $25,000 |
| Total | Rule 2 | $25,000 | $25,000 |

| Strategy | MOF | 2028 | 2029 |
|---|---|---|---|
| 01-01-01 | 1 | $25,000 | $25,000 |
| Total | | $25,000 | $25,000 |

**Capital Projects Strategy Allocations:**
**Project 2—Roof Repairs**

**Capital Allocations**

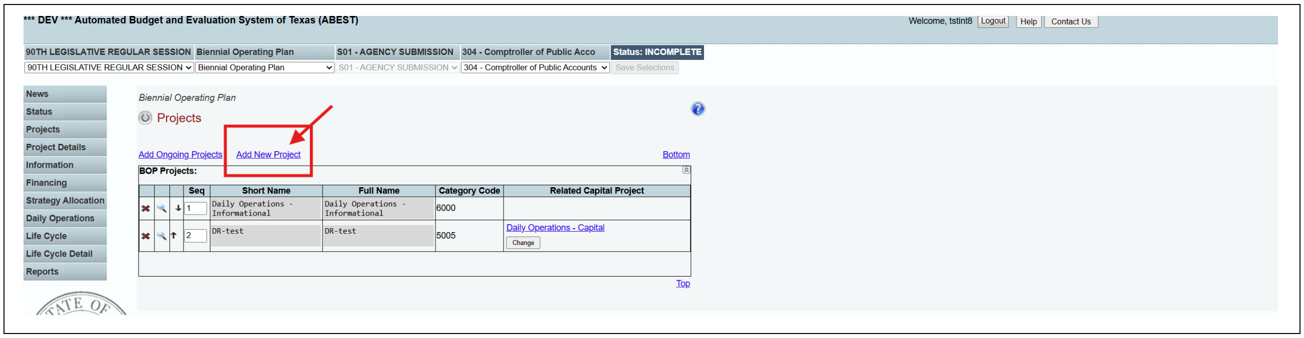
| Strategy | OOE | 2028 | 2029 |
|---|---|---|---|
| 01-01-01 | 5000 | $25,000 | $25,000 |
| 02-01-01 | 5000 | 25,000 | 25,000 |
| Total | | $50,000 | $50,000 |

| Strategy | MOF | 2028 | 2029 |
|---|---|---|---|
| 01-01-01 | 1 | $25,000 | $25,000 |
| 02-01-01 | 1 | 25,000 | 25,000 |
| Total | Rule 3 | $50,000 | $50,000 |

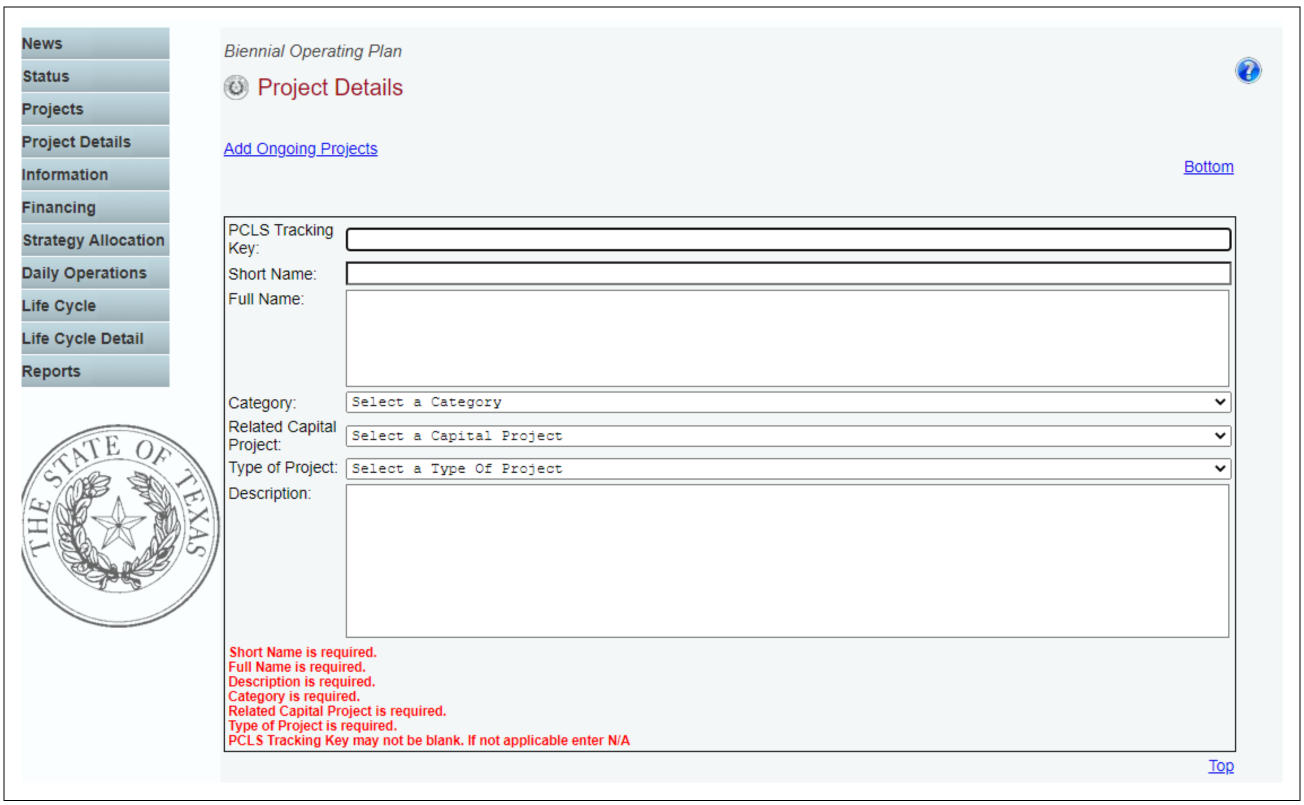
## *CAPITAL BUDGET PROJECTS*

ABEST defines a project as new when an agency requests funding for the first time.

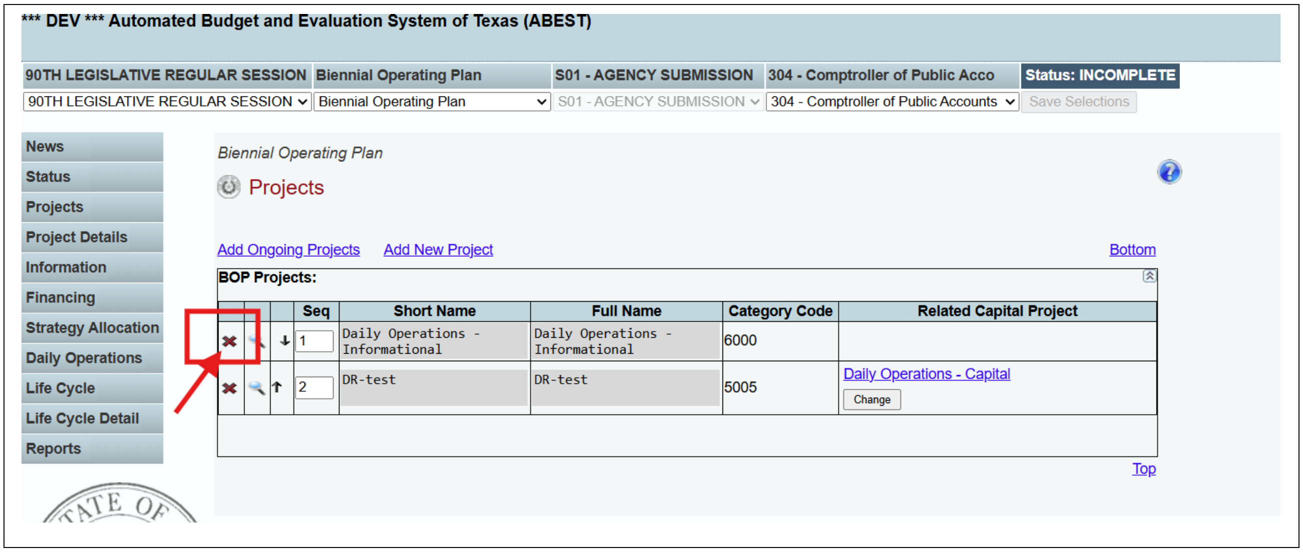
(1) Adding New Projects – To add a new project, click **Add New Project** from the Projects or Project Details screen.




(2) Enter the new project details on the Project Details screen. Agencies with projects that are identified for the Department of Information Resources' Prioritization of Cybersecurity and Legacy Systems Projects (PCLS) report should identify the PCLS Tracking Key and/or Major IR Project documents; if not applicable, enter N/A. Repeat this step to add as many new projects as needed.



(3) Deleting New Projects – Delete new projects by clicking the red **X** on the left of the Projects grid. Click **OK** in the confirmation window.

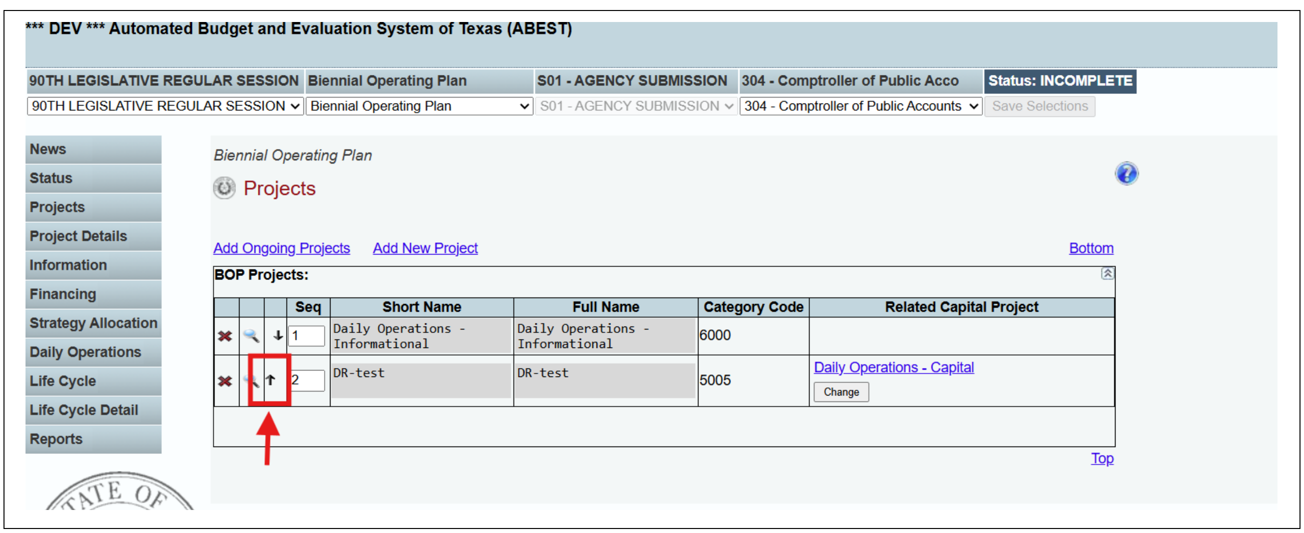



## *REVISING PROJECT DETAILS*

Revise and resequence ongoing and new projects from the Projects grid. ABEST, by default, lists projects in the order they are added.

(1) Revising Projects – Click in the appropriate fields on the Projects grid to modify the project details and click **Save**.

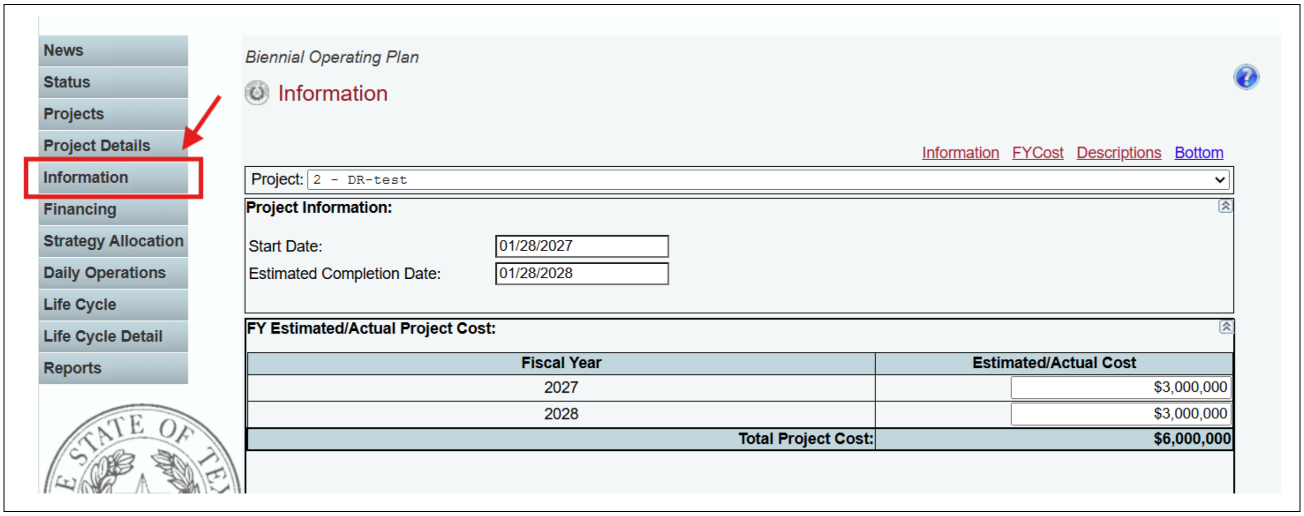
(2) Resequencing Projects – Click the ↑↓ arrows to resequence the projects. Sequence 2 moves to sequence 1 by clicking the ↑ arrow.



### *INFORMATION*

Enter descriptive information about each project on the Information menu.

(1) Click the **Information** menu.




The first project is loaded into the Project drop-down box. To change the project, select a different project from the drop-down box.

(2) Enter the information for the selected project in the grids displayed on the screen. Note that the Descriptions grid has additional tabs that **require** data entry, and you cannot complete the BOP without this information. All Description tabs must be entered before you can save the information. The LBB encourages agencies to differentiate their descriptions and not copy and paste the same text for every tab. If the project is defined as a major IR project, the Business Case and Statewide Impact Analysis may be uploaded if available in ABEST.

### DESCRIPTIONS

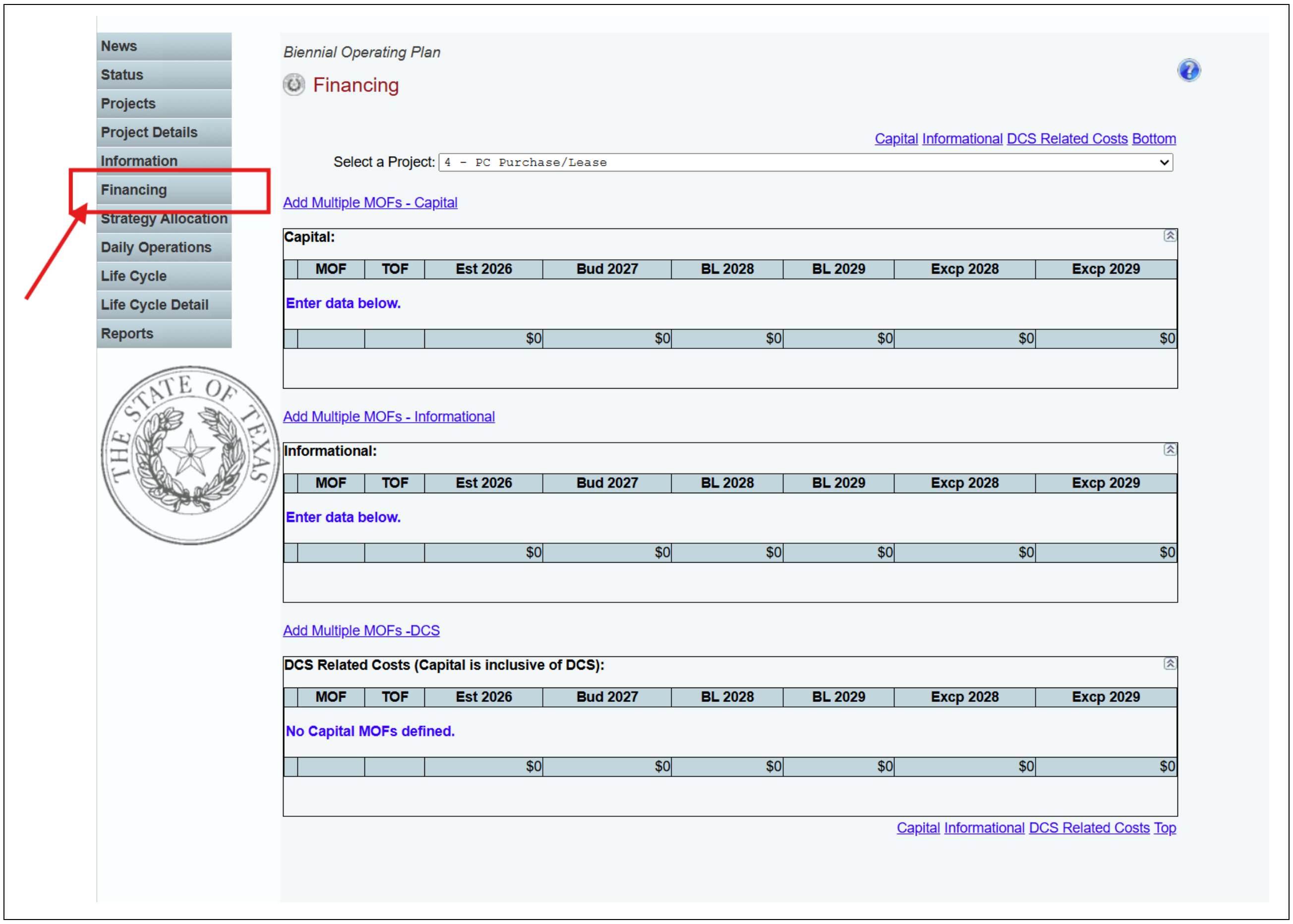
(3) Enter the Start Date and Estimated Completion Date. Daily Operations (Category 6000) projects will default to the current biennium. The FY Estimated/Actual Project Cost grid will populate automatically based on start date and estimated completion date for the selected project.

(4) Click the remaining tabs to enter data for each capital project and click **Save**.

(5) All input fields have a limit of 20,000 characters.

## *PROJECT FINANCING*

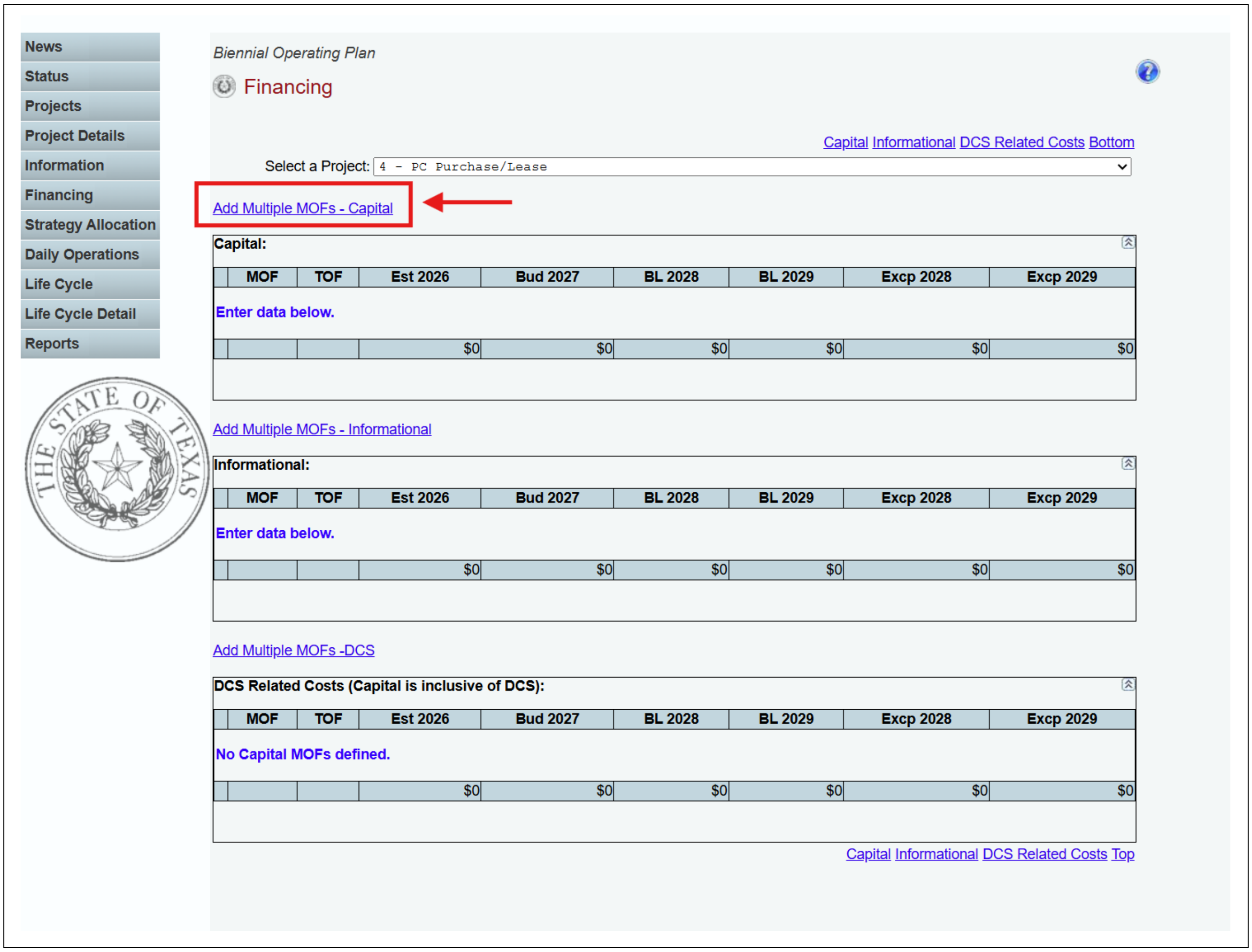
Click the **Financing** menu to add Method of Finance (MOF) and Type of Finance (TOF) for each project. Enter the data here before moving to the Strategy Allocation menu.




### *METHOD OF FINANCE*

The Financing screen displays Capital, Informational, and DCS Related Costs grids for projects for Categories 5005 Capital Budget, 5008 Lease Payment/Mst Lse Prg, 5009 Emergency Management IR Technologies, 8000 CAPPS – Statewide ERP System, 9000 Cybersecurity Project, and 9500 Legacy Modernization. Capital and Informational grids are displayed for Category 7000 Data Center/Shared Technology Svcs projects, and only the Informational grid is displayed for Category 6000 Daily Operations projects. Capital expenses are those typically included in the capital budget, and Informational expenses are noncapital costs associated with the project, such as state staff costs. DCS Related Costs are data center costs and shared technology services associated with that project. Capital is inclusive of those costs associated with the project.

(1) Adding a single or multiple MOF(s) — Click the **Add Multiple MOFs** links above the Capital, Informational, and DCS grids to add MOFs.




(2) As you save the data, the MOF TOF Total fields at the bottom of each grid update.

**IMPORTANT**

Daily Operations will show only the Informational grid. Capital Budget Projects will show Capital, Informational, and DCS Related Costs grids.

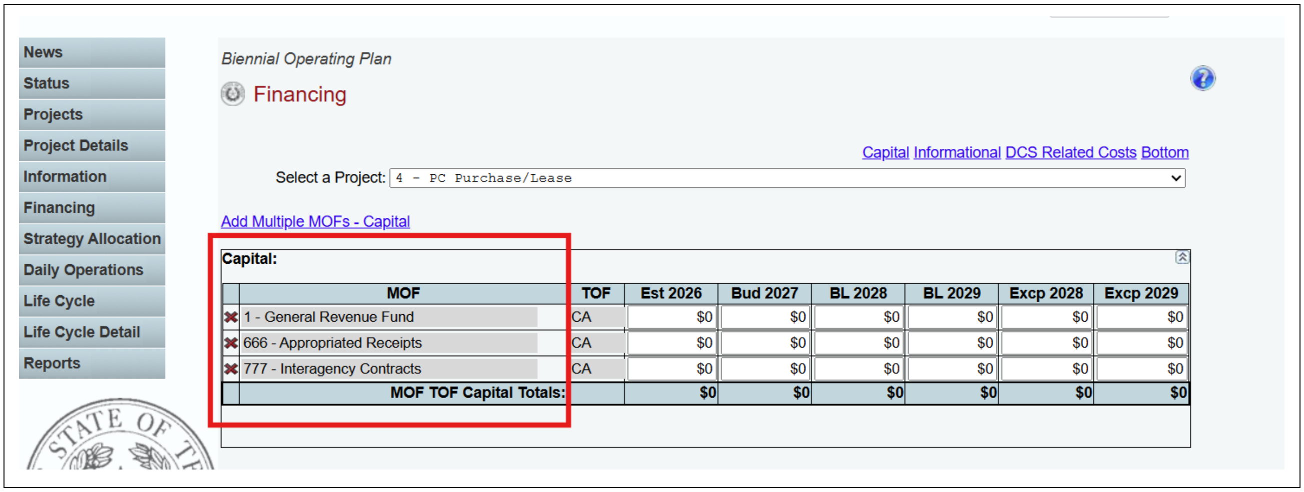
(3) The screen shows all MOFs and TOFs for the agency.

**Click SAVE or CANCEL to return to previous screen.**

**Select Capital MOFs:**

- [x] 1 - General Revenue Fund : CA - CURRENT APPROPRIATIONS
- [ ] 1 - General Revenue Fund : GO - GENERAL OBLIGATION BONDS
- [ ] 1 - General Revenue Fund : LP - LEASE PURCHASE (NON-MLPP)
- [ ] 1 - General Revenue Fund : ML - MASTER LEASE PURCHASE PRG
- [ ] 1 - General Revenue Fund : RB - REVENUE BONDS
- [x] 2 - Available School Fund : CA - CURRENT APPROPRIATIONS
- [ ] 2 - Available School Fund : GO - GENERAL OBLIGATION BONDS
- [ ] 2 - Available School Fund : LP - LEASE PURCHASE (NON-MLPP)
- [ ] 2 - Available School Fund : ML - MASTER LEASE PURCHASE PRG
- [ ] 2 - Available School Fund : RB - REVENUE BONDS
- [ ] 3 - Tech & Instr Materials Fund : CA - CURRENT APPROPRIATIONS
- [ ] 3 - Tech & Instr Materials Fund : GO - GENERAL OBLIGATION BONDS
- [ ] 3 - Tech & Instr Materials Fund : LP - LEASE PURCHASE (NON-MLPP)
- [ ] 3 - Tech & Instr Materials Fund : ML - MASTER LEASE PURCHASE PRG
- [ ] 3 - Tech & Instr Materials Fund : RB - REVENUE BONDS
- [ ] 4 - UT Pan Am Special Mineral Fund : CA - CURRENT APPROPRIATIONS
- [ ] 4 - UT Pan Am Special Mineral Fund : GO - GENERAL OBLIGATION BONDS
- [ ] 4 - UT Pan Am Special Mineral Fund : LP - LEASE PURCHASE (NON-MLPP)
- [ ] 4 - UT Pan Am Special Mineral Fund : ML - MASTER LEASE PURCHASE PRG
- [ ] 4 - UT Pan Am Special Mineral Fund : RB - REVENUE BONDS
- [ ] 5 - Confederate Pension Fund : CA - CURRENT APPROPRIATIONS
- [ ] 5 - Confederate Pension Fund : GO - GENERAL OBLIGATION BONDS
- [ ] 5 - Confederate Pension Fund : LP - LEASE PURCHASE (NON-MLPP)
- [ ] 5 - Confederate Pension Fund : ML - MASTER LEASE PURCHASE PRG
- [ ] 5 - Confederate Pension Fund : RB - REVENUE BONDS
- [x] 6 - State Highway Fund : CA - CURRENT APPROPRIATIONS
- [ ] 6 - State Highway Fund : GO - GENERAL OBLIGATION BONDS
- [ ] 6 - State Highway Fund : LP - LEASE PURCHASE (NON-MLPP)
- [ ] 6 - State Highway Fund : ML - MASTER LEASE PURCHASE PRG

(4) Click the appropriate MOFs and associated TOFs to add and click **Save**. The selected MOFs and associated TOFs appear on the Capital grid.




The following options are helpful in navigating the screen quickly, especially if the screen is displaying a large amount of data.

**NAVIGATION OPTIONS REFERENCE**

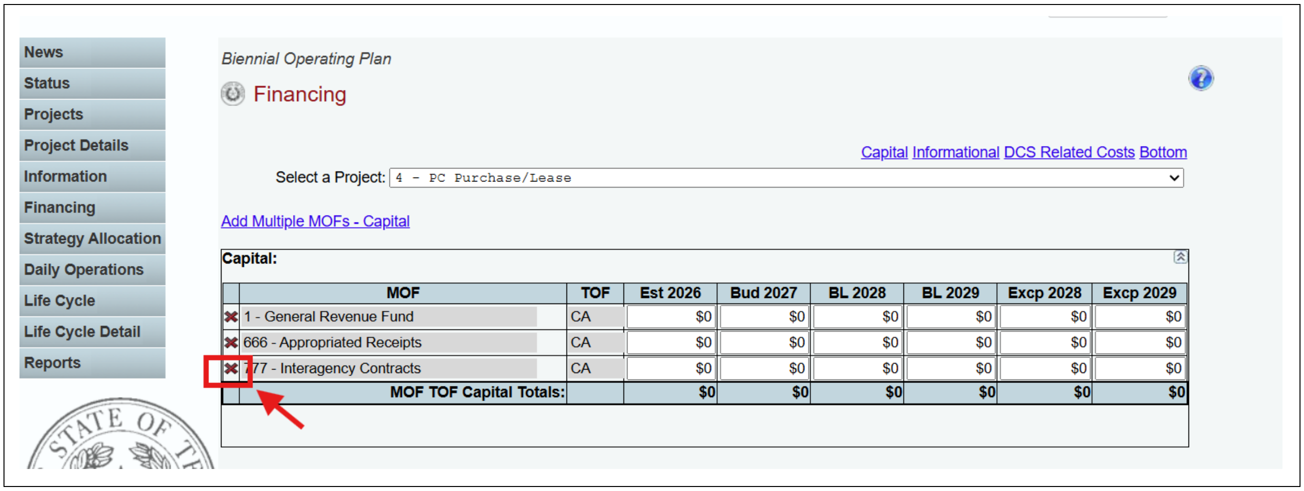
| | |
|---|---|
| **White Arrow** (top right) | Collapses or expands a grid. It also enables you to view the details above or below a grid. |
| **Capital** (hyperlink) | Moves to the top of the screen and displays the capital detail entered for the selected project. |
| **Informational** (hyperlink) | Moves to the middle of the screen and displays the informational detail entered for the selected project. |
| **DCS Related Costs** (hyperlink) | Moves to the bottom of the screen and displays the DCS Related Costs detail entered for the selected project. |
| **Top** and **Bottom** (hyperlinks) | Positions the cursor at the top or bottom of the screen. |

**IMPORTANT**

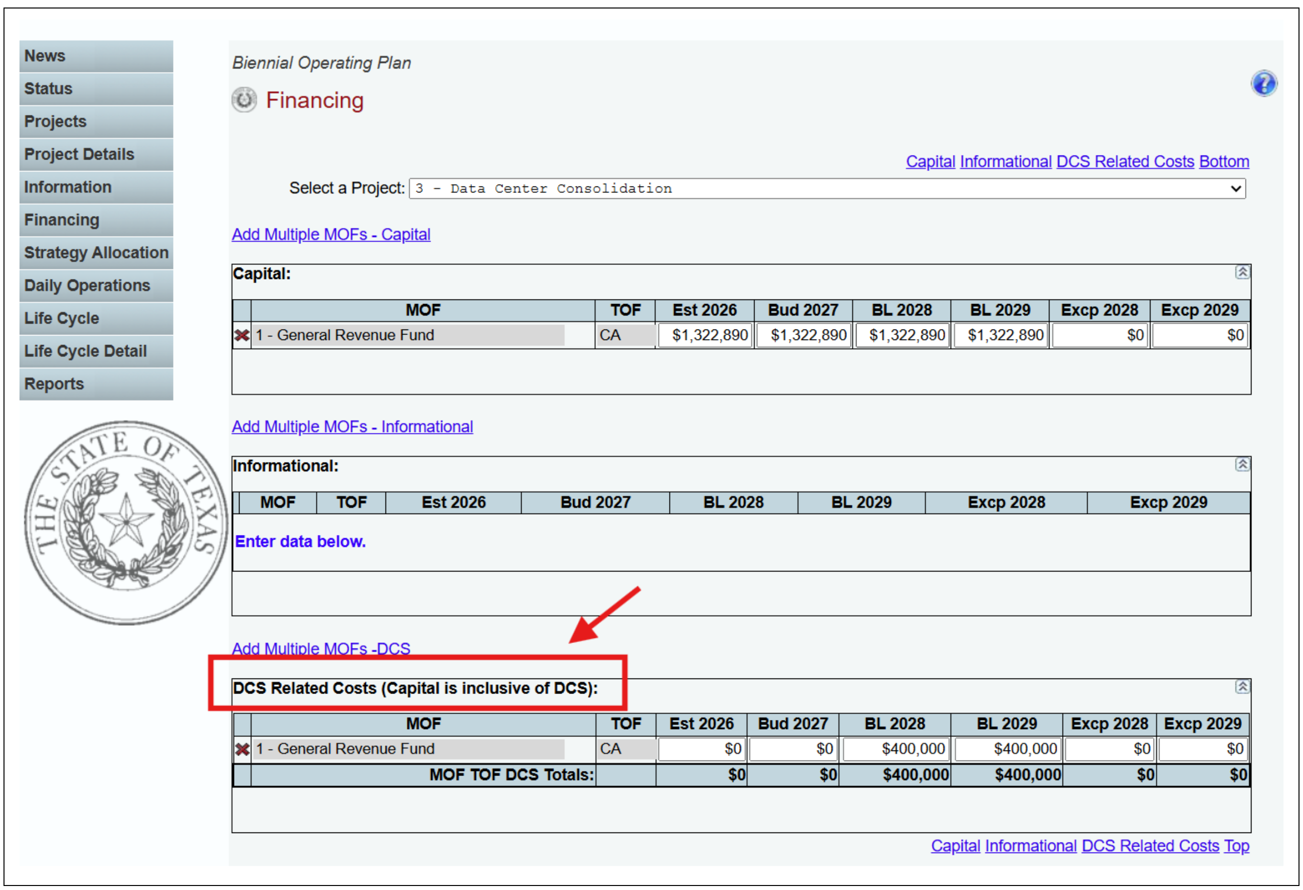
To minimize closing edits, keep in mind that the MOF/TOF must equal the capital strategy allocation for each project (capital and informational).

If a Capital Budget Project (baseline or exceptional) is requested, agencies should show the total cost for the project and DCS/STS costs related to the project.

(5) Deleting MOF Data – To delete an MOF, save any unsaved data first and then click the red **X** to the left of the MOF. Click **OK** in the pop-up window to confirm.




(6) Adding DCS Related data – If you have a new or existing project that utilizes DCS or STS through the Department of Information Resources (DIR), use the DCS Related Costs grid. If the 90th Legislature, 2027, approves the project, LBB analysts will coordinate with agencies to extract the DCS Related Costs. The analysts will add these costs to amounts shown in the capital budget item.



**IMPORTANT**

Capital is inclusive of DCS Related Costs. Any differences will appear as a closing edit and will prevent you from submitting the BOP. See Resolving Closing Edits for details.

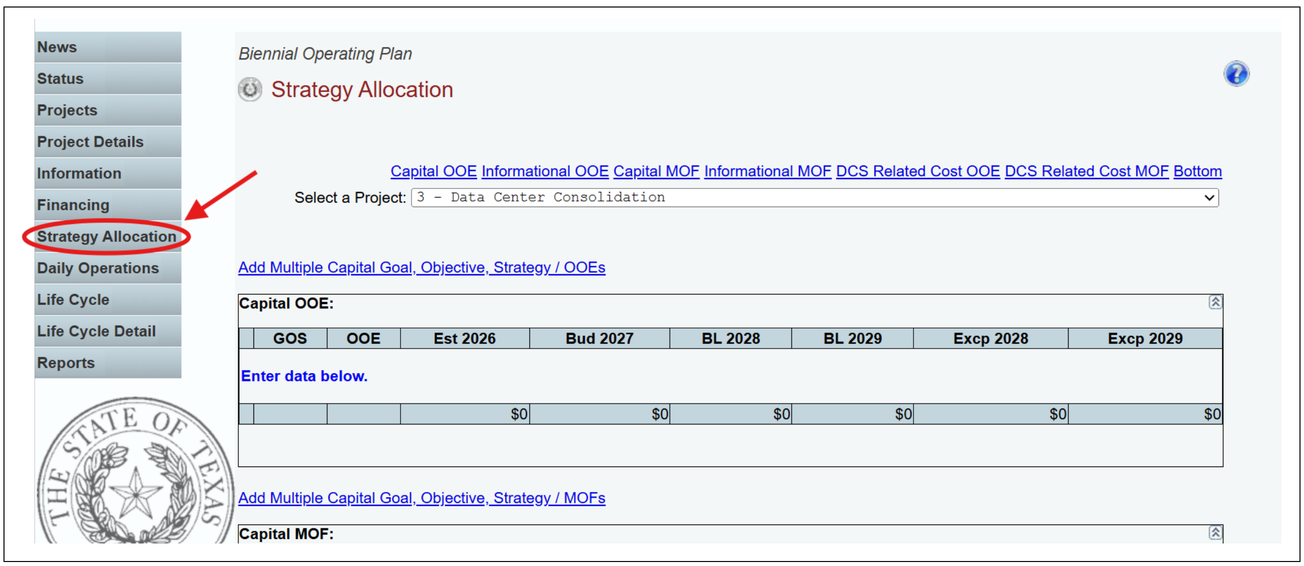
### *STRATEGY ALLOCATION*

(1) Click the **Strategy Allocation** menu to assign the strategies, Objects of Expense (OOE), and MOF for each project.

(2) The first project is loaded into the Project drop-down box. To change the project, select a different project from the drop-down box.

(3) Click the **Add Multiple Capital Goal, Objective, Strategy/OOEs** above the Capital, Informational, and DCS grids to add a goal, objective, or strategy Goal Objective Strategy (GOS) and an Object of Expense (OOE) or Method of Finance (MOF) code.

(4) Enter the strategies, OOEs, and MOFs by project. Select a GOS and an OOE or MOF code. Enter the amounts associated with each strategy and code and click **Save**.

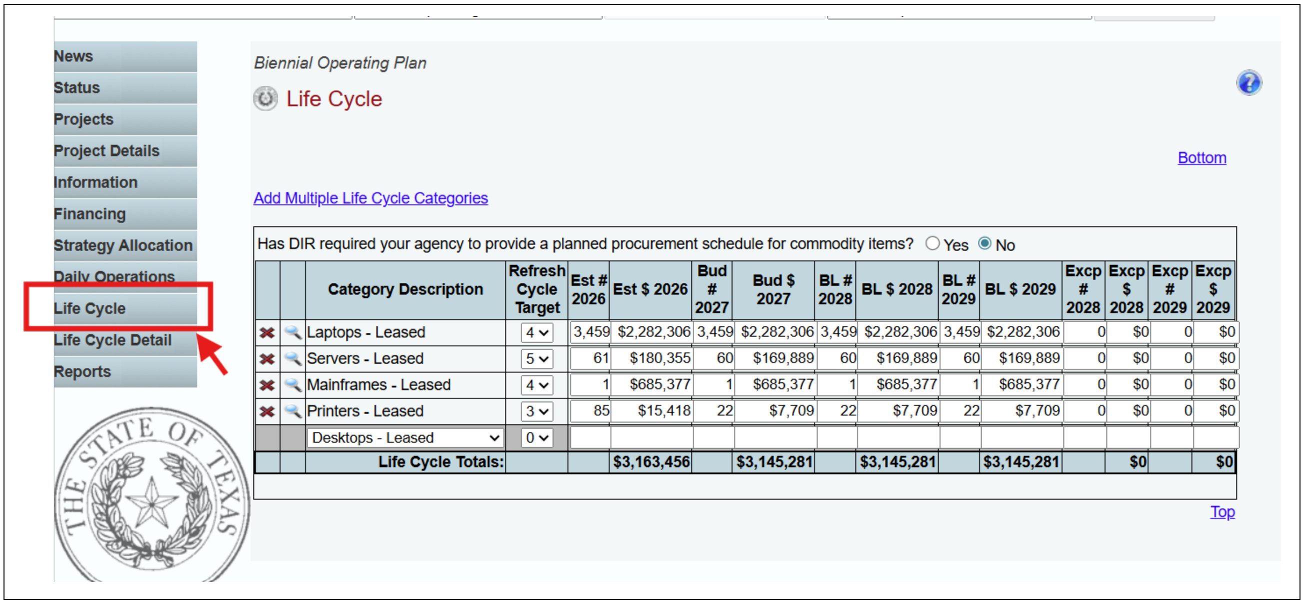


To minimize closing edits, review the edit checks listed in the following reference:

| EDIT CHECKS REFERENCE |
| --- |
| **Rule 1 –** The strategies (strategy/budgeting menu) must contain enough money to cover the sum of all strategy allocations to all projects (capital budgets/strategy allocations menu). |
| **Rule 2 –** For each project, the total in Capital Projects Strategy Allocation (OOE) must equal the total in Capital Projects Finance (MOF) for capital and informational costs. |
| **Rule 3 –** For each project, the MOF total in Capital Projects Financing (MOF) must equal the total in Capital Projects Strategy Allocation (MOF) for capital and informational costs. |
| **Rule 4 –** For each project, the MOF total in DCS Related Financing (MOF) must equal the total in DCS Related Strategy Allocation (MOF) for capital costs. |

## LIFE CYCLE

(1) Click the **Life Cycle** menu.

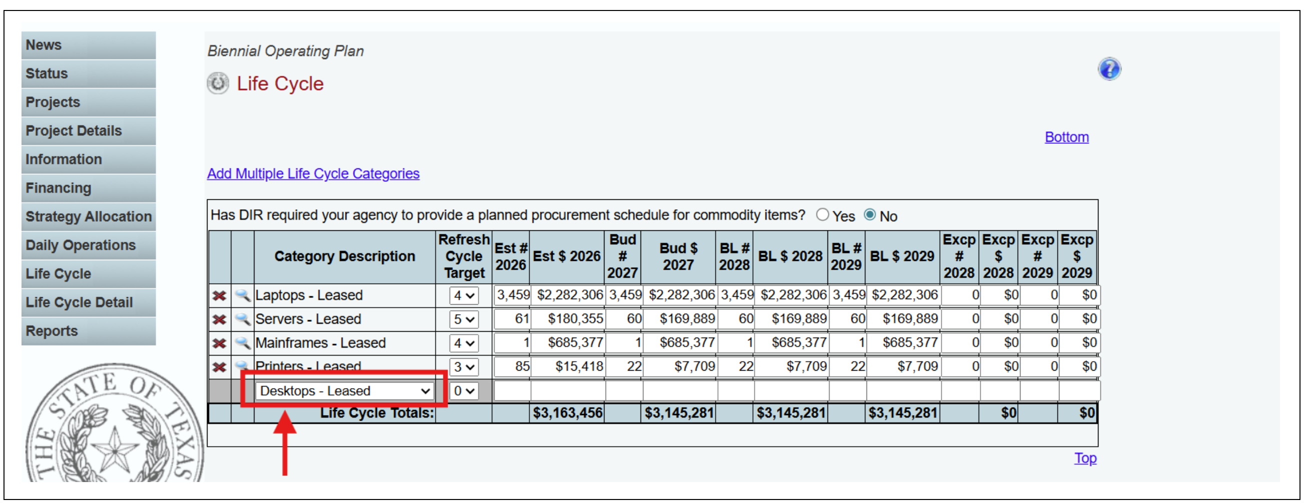



| Category Description | Refresh Cycle Target | Est # 2026 | Est $ 2026 | Bud # 2027 | Bud $ 2027 | BL # 2028 | BL $ 2028 | BL # 2029 | BL $ 2029 | Excp # 2028 | Excp $ 2028 | Excp # 2029 | Excp $ 2029 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Laptops - Leased | 4 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 0 | $0 | 0 | $0 |
| Servers - Leased | 5 | 61 | $180,355 | 60 | $169,889 | 60 | $169,889 | 60 | $169,889 | 0 | $0 | 0 | $0 |
| Mainframes - Leased | 4 | 1 | $685,377 | 1 | $685,377 | 1 | $685,377 | 1 | $685,377 | 0 | $0 | 0 | $0 |
| Printers - Leased | 3 | 85 | $15,418 | 22 | $7,709 | 22 | $7,709 | 22 | $7,709 | 0 | $0 | 0 | $0 |
| Desktops - Leased | 0 | | | | | | | | | | | | |
| Life Cycle Totals: | | | $3,163,456 | | $3,145,281 | | $3,145,281 | | $3,145,281 | | $0 | | $0 |

**IMPORTANT**

If the agency has been required to provide a planned procurement schedule to DIR, you must provide one before the LBB approves the BOP.

(2) To add a Life Cycle category, click the drop-down box for the appropriate category and enter the agency totals for each category if applicable, and click **Save.**



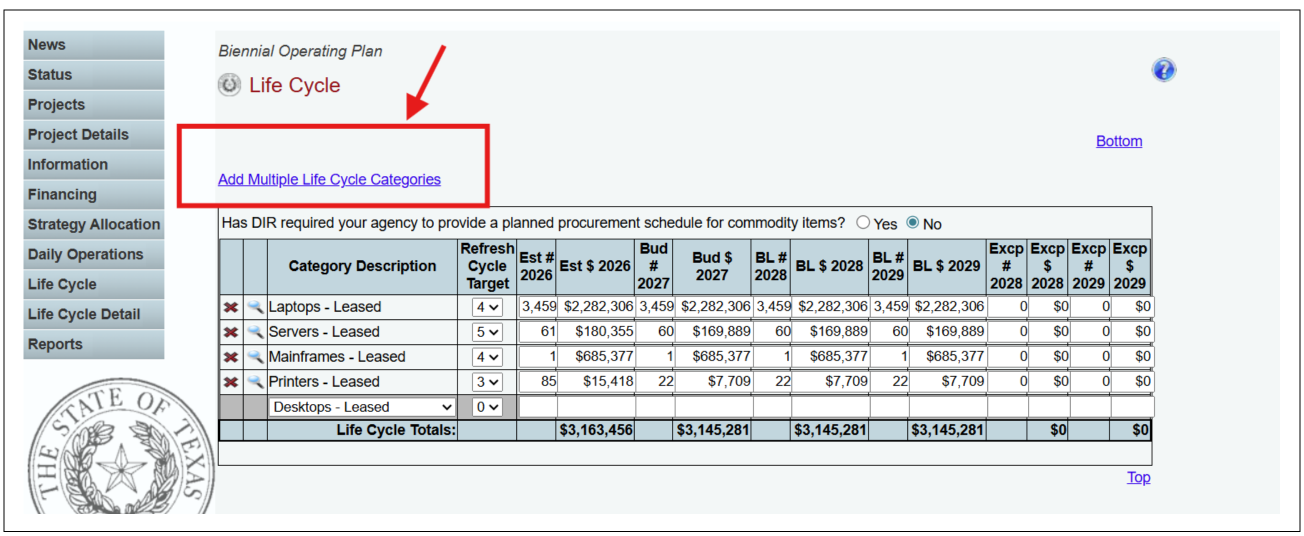

| Category Description | Refresh Cycle Target | Est # 2026 | Est $ 2026 | Bud # 2027 | Bud $ 2027 | BL # 2028 | BL $ 2028 | BL # 2029 | BL $ 2029 | Excp # 2028 | Excp $ 2028 | Excp # 2029 | Excp $ 2029 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Laptops - Leased | 4 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 0 | $0 | 0 | $0 |
| Servers - Leased | 5 | 61 | $180,355 | 60 | $169,889 | 60 | $169,889 | 60 | $169,889 | 0 | $0 | 0 | $0 |
| Mainframes - Leased | 4 | 1 | $685,377 | 1 | $685,377 | 1 | $685,377 | 1 | $685,377 | 0 | $0 | 0 | $0 |
| Printers - Leased | 3 | 85 | $15,418 | 22 | $7,709 | 22 | $7,709 | 22 | $7,709 | 0 | $0 | 0 | $0 |
| Desktops - Leased | 0 | | | | | | | | | | | | |
| Life Cycle Totals: | | | $3,163,456 | | $3,145,281 | | $3,145,281 | | $3,145,281 | | $0 | | $0 |

Life Cycle includes the following categories:

| LIFE CYCLE CATEGORIES |
|---|
| Desktops Leased/Purchased |
| Laptops Leased/Purchased |
| Servers Leased/Purchased |
| Mainframes Leased/Purchased |
| Printers Leased/Purchased |
| Monitors Leased/Purchased |
| Tablets Leased/Purchased |
| None |

(3) Add multiple Life Cycle categories to the grid or add each Life Cycle category separately along with the corresponding amounts.

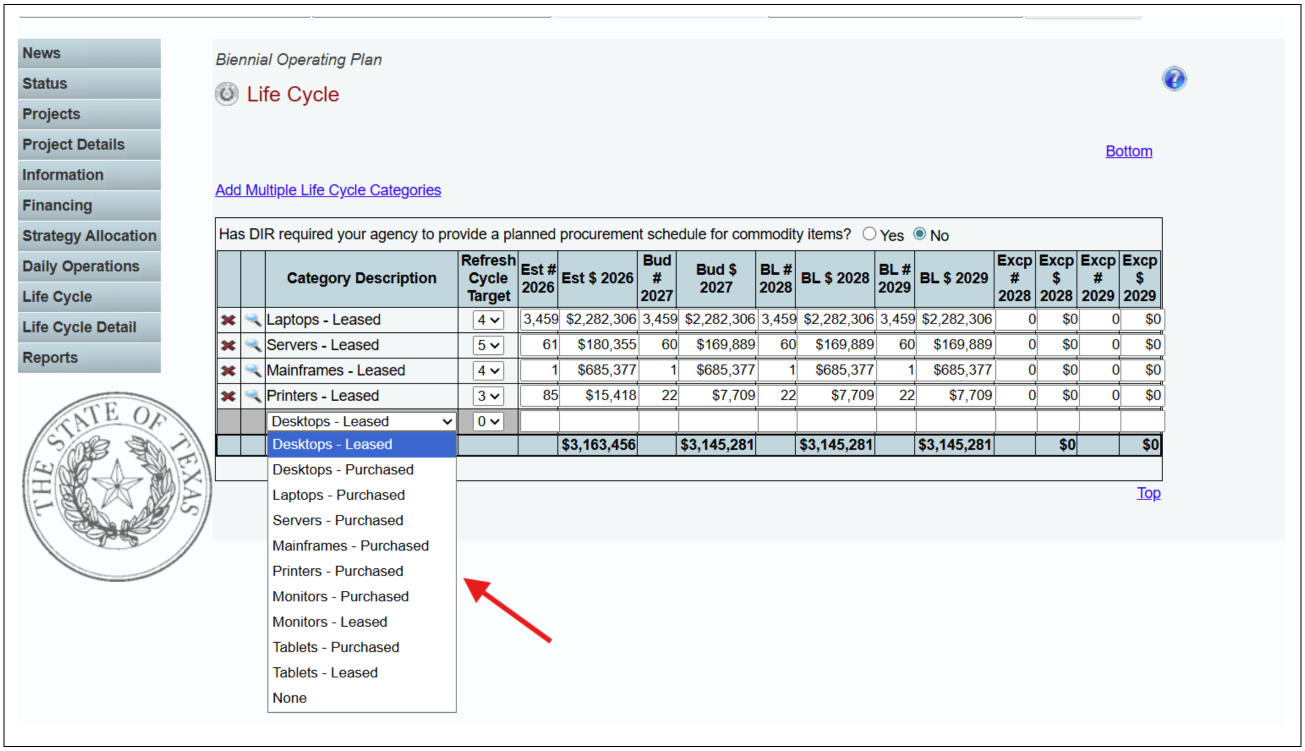
(4) Adding Multiple Life Cycle Categories – Click the **Add Multiple Life Cycle Categories** hyperlink. Select the appropriate category and click **Save.**



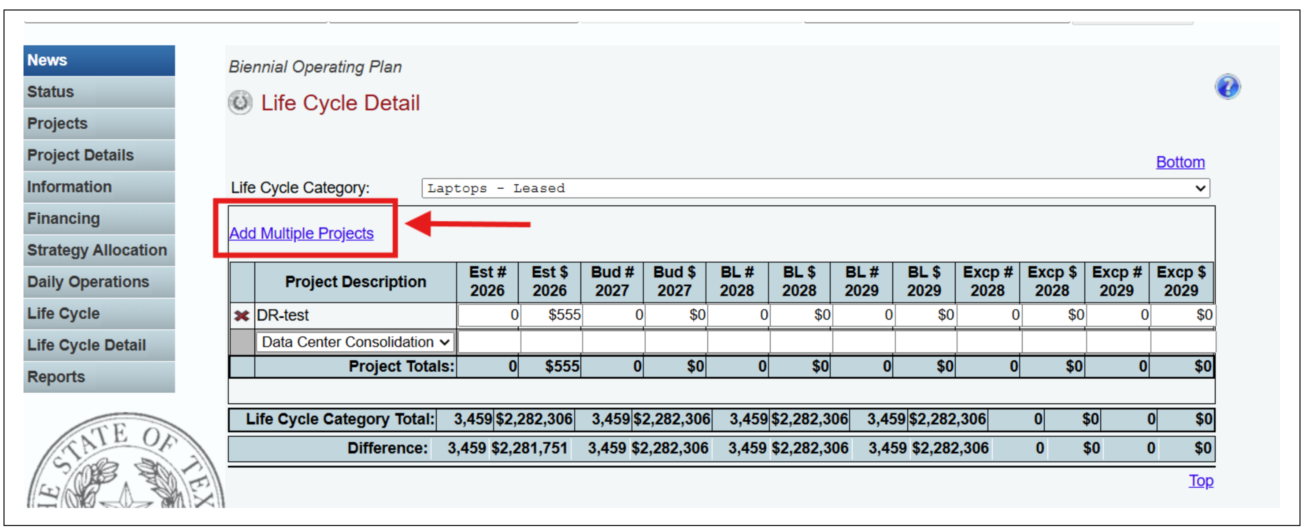

| Category Description | Refresh Cycle Target | Est # 2026 | Est $ 2026 | Bud # 2027 | Bud $ 2027 | BL # 2028 | BL $ 2028 | BL # 2029 | BL $ 2029 | Excp # 2028 | Excp $ 2028 | Excp # 2029 | Excp $ 2029 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Laptops - Leased | 4 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 3,459 | $2,282,306 | 0 | $0 | 0 | $0 |
| Servers - Leased | 5 | 61 | $180,355 | 60 | $169,889 | 60 | $169,889 | 60 | $169,889 | 0 | $0 | 0 | $0 |
| Mainframes - Leased | 4 | 1 | $685,377 | 1 | $685,377 | 1 | $685,377 | 1 | $685,377 | 0 | $0 | 0 | $0 |
| Printers - Leased | 3 | 85 | $15,418 | 22 | $7,709 | 22 | $7,709 | 22 | $7,709 | 0 | $0 | 0 | $0 |
| Desktops - Leased | 0 | | | | | | | | | | | | |
| Life Cycle Totals: | | | $3,163,456 | | $3,145,281 | | $3,145,281 | | $3,145,281 | | $0 | | $0 |

## *LIFE CYCLE DETAIL*

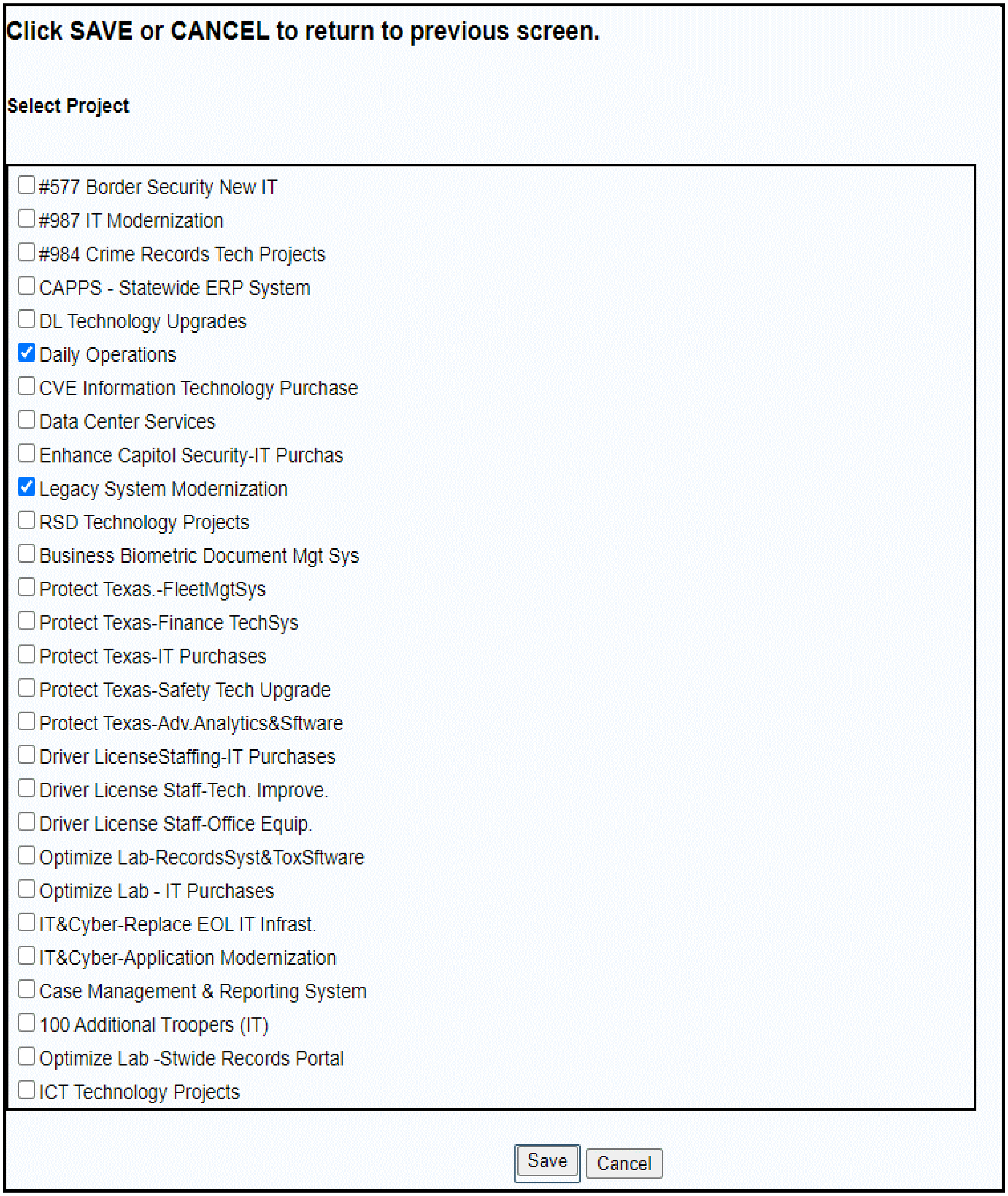
(1) Click the **Life Cycle Detail** menu or the icon to add amounts and costs to a project. Each project that has been added in the Projects screen will populate in the drop-down box.




(2) Adding Multiple Projects – Click the **Add Multiple Projects** hyperlink. Select the appropriate projects and click **Save.**



(3) The screen shows all projects for the agency.



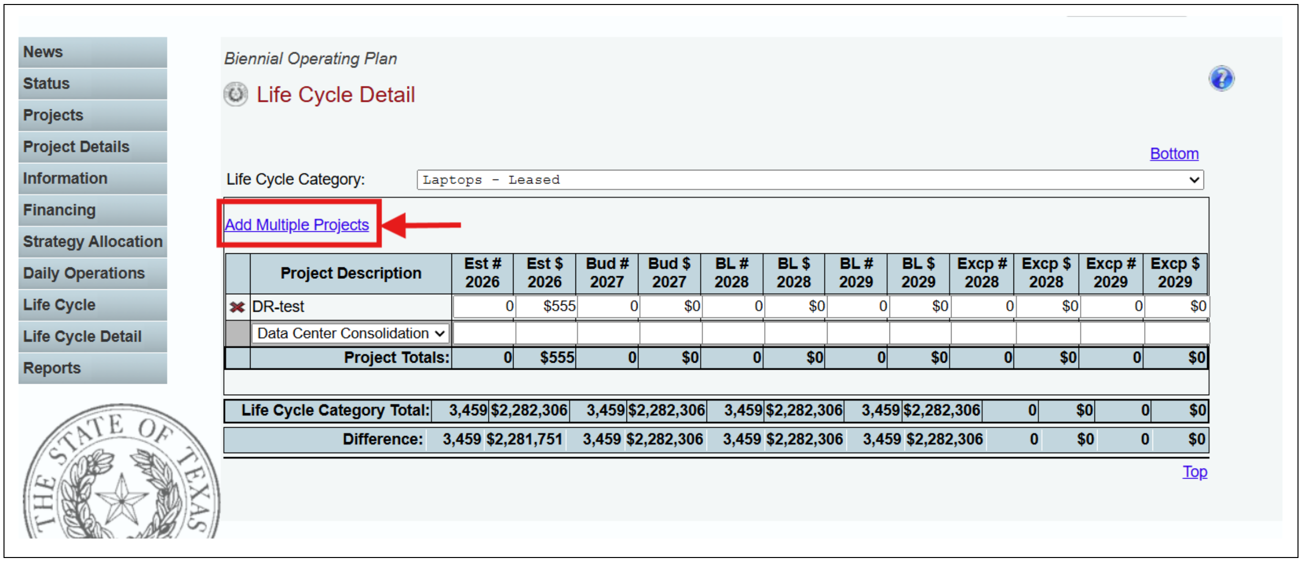
**Click SAVE or CANCEL to return to previous screen.**

**Select Project**

- [ ] #577 Border Security New IT
- [ ] #987 IT Modernization
- [ ] #984 Crime Records Tech Projects
- [ ] CAPPS - Statewide ERP System
- [ ] DL Technology Upgrades
- [x] Daily Operations
- [ ] CVE Information Technology Purchase
- [ ] Data Center Services
- [ ] Enhance Capitol Security-IT Purchas
- [x] Legacy System Modernization
- [ ] RSD Technology Projects
- [ ] Business Biometric Document Mgt Sys
- [ ] Protect Texas.-FleetMgtSys
- [ ] Protect Texas-Finance TechSys
- [ ] Protect Texas-IT Purchases
- [ ] Protect Texas-Safety Tech Upgrade
- [ ] Protect Texas-Adv.Analytics&Sftware
- [ ] Driver LicenseStaffing-IT Purchases
- [ ] Driver License Staff-Tech. Improve.
- [ ] Driver License Staff-Office Equip.
- [ ] Optimize Lab-RecordsSyst&ToxSftware
- [ ] Optimize Lab - IT Purchases
- [ ] IT&Cyber-Replace EOL IT Infrast.
- [ ] IT&Cyber-Application Modernization
- [ ] Case Management & Reporting System
- [ ] 100 Additional Troopers (IT)
- [ ] Optimize Lab -Stwide Records Portal
- [ ] ICT Technology Projects

Save Cancel

(4) Click the appropriate projects associated with the agency's Life Cycle Detail and click **Save**. The selected projects will appear on the Life Cycle Detail grid.

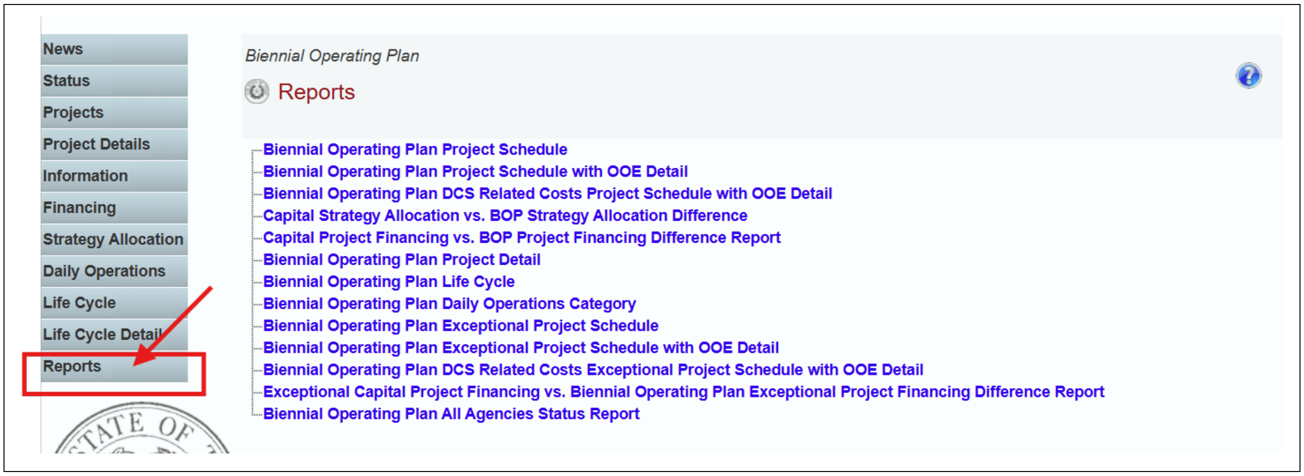



As you save data, the system updates the Category Total and Difference fields at the bottom of the grid.

## GENERATING REPORTS

The Automated Budget and Evaluation System of Texas (ABEST) produces reports based on the BOP data you submit. You may generate the reports at any time, regardless of the status. However, before printing the final copy, you must change the status to **Complete**. See Changing Status to Complete.

(1) To generate BOP reports, click the **Reports** menu, then click on the report that you wish to run.



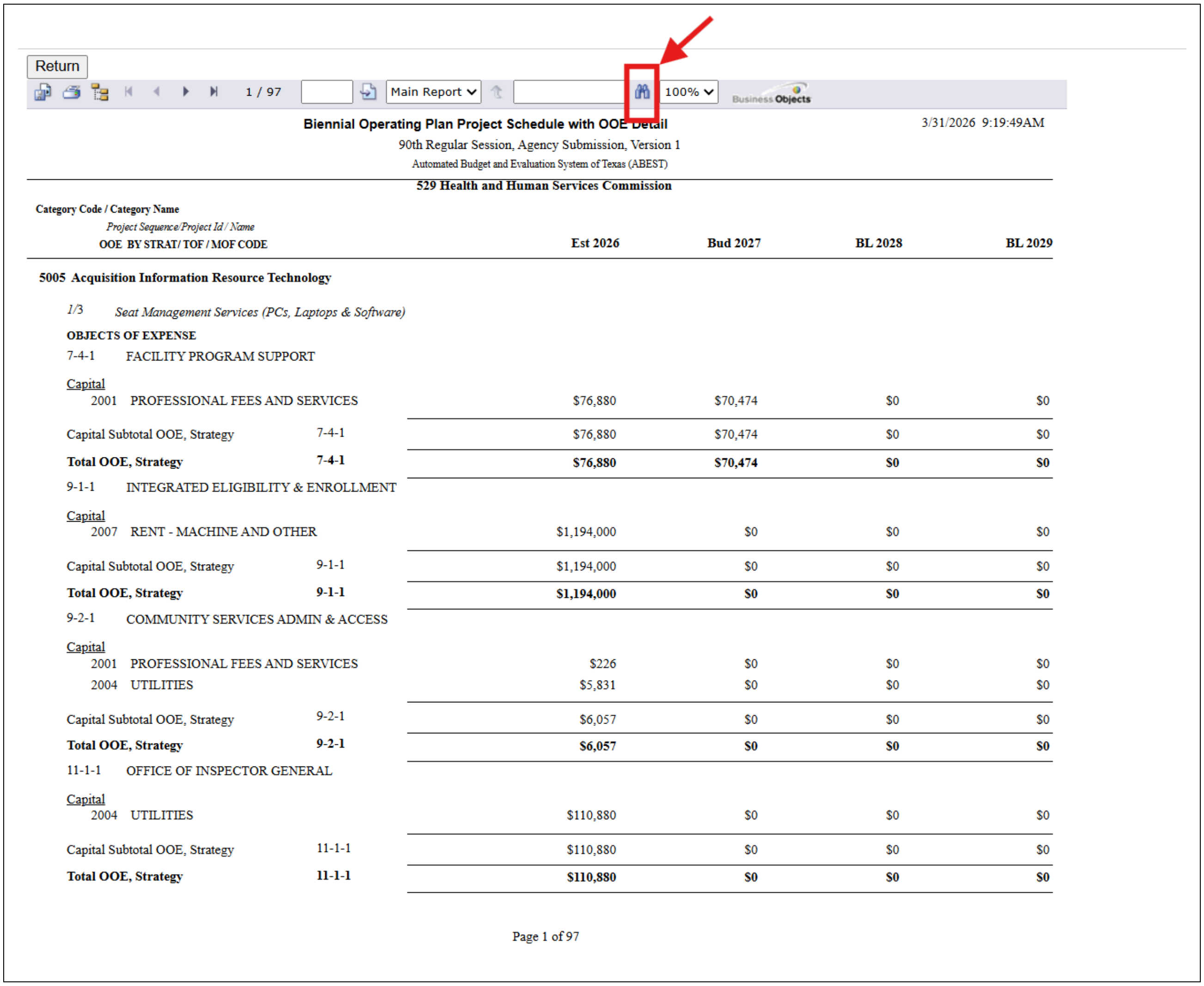

**IMPORTANT**

Two reports, when compiled, make the BOP:

- Biennial Operating Plan Project Detail (Narrative); and
- Biennial Operating Plan Project Schedule with OOE Detail (Costs).

(2) Click a report name to generate a report.

A preview using the Crystal Reports generator appears in the ABEST window. Use the arrow keys at the top to navigate through multipage reports. The binoculars icon opens a search field.




**Biennial Operating Plan Project Schedule with OOE Detail** 3/31/2026 9:19:49AM

90th Regular Session, Agency Submission, Version 1

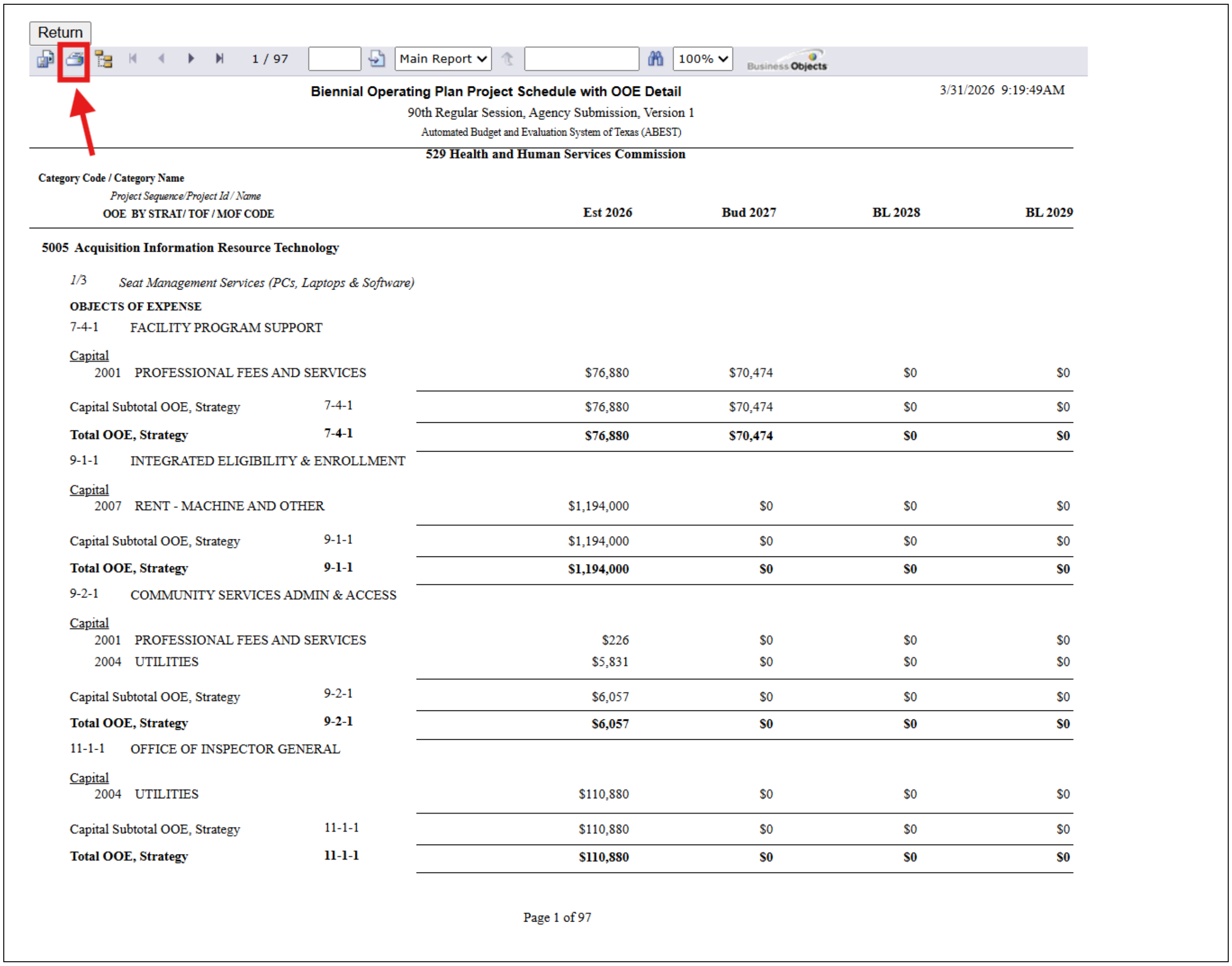
Automated Budget and Evaluation System of Texas (ABEST)

**529 Health and Human Services Commission**

| Category Code / Category Name<br>*Project Sequence/Project Id / Name*<br>OOE BY STRAT/ TOF / MOF CODE | | Est 2026 | Bud 2027 | BL 2028 | BL 2029 |
|---|---|---|---|---|---|
| **5005 Acquisition Information Resource Technology** | | | | | |
| *1/3 Seat Management Services (PCs, Laptops & Software)* | | | | | |
| **OBJECTS OF EXPENSE** | | | | | |
| 7-4-1 FACILITY PROGRAM SUPPORT | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $76,880 | $70,474 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 7-4-1 | $76,880 | $70,474 | $0 | $0 |
| **Total OOE, Strategy** | **7-4-1** | **$76,880** | **$70,474** | **$0** | **$0** |
| 9-1-1 INTEGRATED ELIGIBILITY & ENROLLMENT | | | | | |
| Capital | | | | | |
| 2007 RENT - MACHINE AND OTHER | | $1,194,000 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-1-1 | $1,194,000 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-1-1** | **$1,194,000** | **$0** | **$0** | **$0** |
| 9-2-1 COMMUNITY SERVICES ADMIN & ACCESS | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $226 | $0 | $0 | $0 |
| 2004 UTILITIES | | $5,831 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-2-1 | $6,057 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-2-1** | **$6,057** | **$0** | **$0** | **$0** |
| 11-1-1 OFFICE OF INSPECTOR GENERAL | | | | | |
| Capital | | | | | |
| 2004 UTILITIES | | $110,880 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 11-1-1 | $110,880 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **11-1-1** | **$110,880** | **$0** | **$0** | **$0** |

Page 1 of 97

(3) To print, click the printer icon in the top left corner of the ABEST screen.




**Biennial Operating Plan Project Schedule with OOE Detail** 3/31/2026 9:19:49AM

90th Regular Session, Agency Submission, Version 1

Automated Budget and Evaluation System of Texas (ABEST)

**529 Health and Human Services Commission**

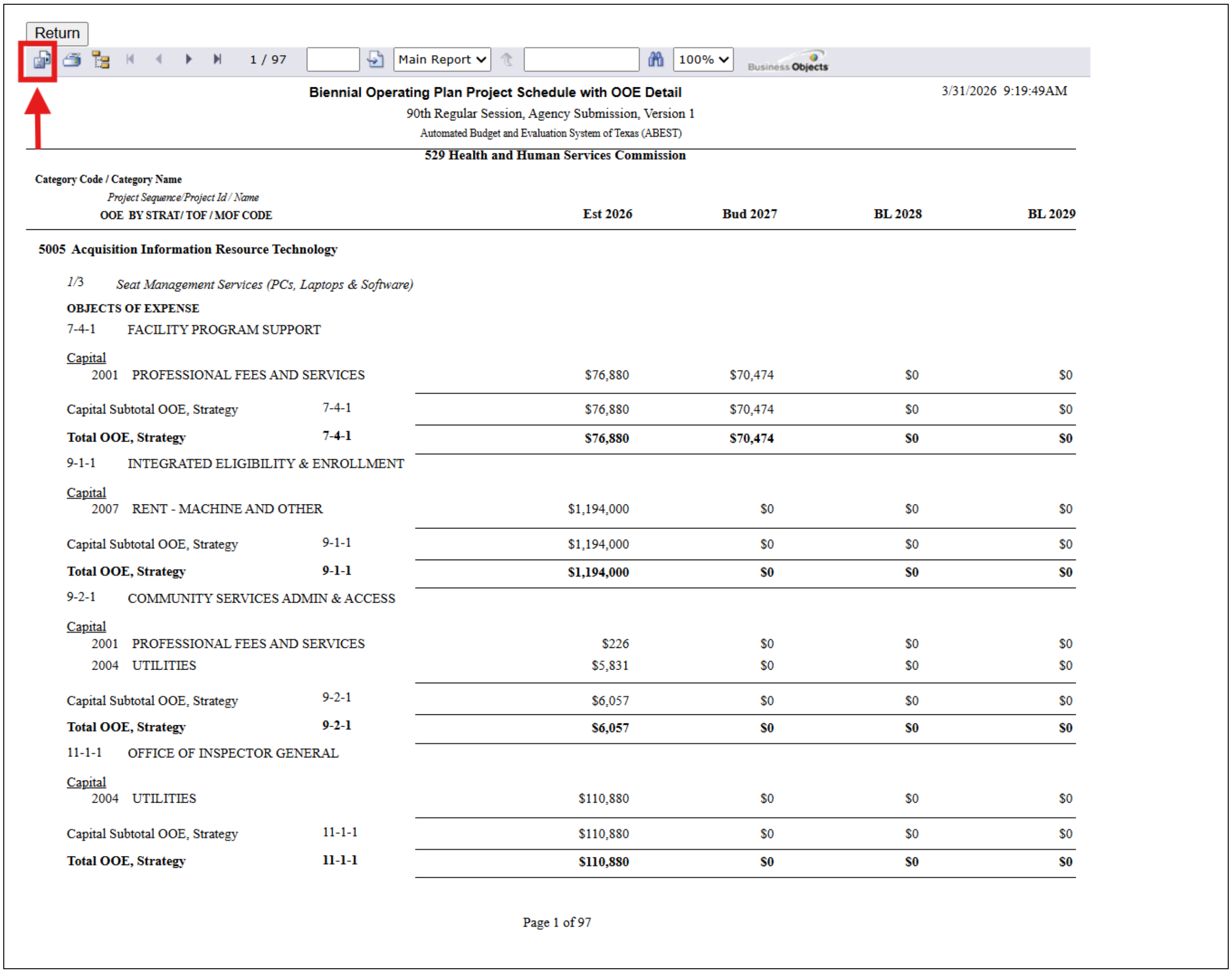
| Category Code / Category Name<br>*Project Sequence/Project Id / Name*<br>OOE BY STRAT/ TOF / MOF CODE | | Est 2026 | Bud 2027 | BL 2028 | BL 2029 |
|---|---|---|---|---|---|
| **5005 Acquisition Information Resource Technology** | | | | | |
| *1/3 Seat Management Services (PCs, Laptops & Software)* | | | | | |
| **OBJECTS OF EXPENSE** | | | | | |
| 7-4-1 FACILITY PROGRAM SUPPORT | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $76,880 | $70,474 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 7-4-1 | $76,880 | $70,474 | $0 | $0 |
| **Total OOE, Strategy** | **7-4-1** | **$76,880** | **$70,474** | **$0** | **$0** |
| 9-1-1 INTEGRATED ELIGIBILITY & ENROLLMENT | | | | | |
| Capital | | | | | |
| 2007 RENT - MACHINE AND OTHER | | $1,194,000 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-1-1 | $1,194,000 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-1-1** | **$1,194,000** | **$0** | **$0** | **$0** |
| 9-2-1 COMMUNITY SERVICES ADMIN & ACCESS | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $226 | $0 | $0 | $0 |
| 2004 UTILITIES | | $5,831 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-2-1 | $6,057 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-2-1** | **$6,057** | **$0** | **$0** | **$0** |
| 11-1-1 OFFICE OF INSPECTOR GENERAL | | | | | |
| Capital | | | | | |
| 2004 UTILITIES | | $110,880 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 11-1-1 | $110,880 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **11-1-1** | **$110,880** | **$0** | **$0** | **$0** |

Page 1 of 97

**IMPORTANT**

The print option only works within the ABEST application. If you click the printer icon on your web browser, the report will not print.

(4) To export, click the export icon in the top left corner of the ABEST screen.




**Biennial Operating Plan Project Schedule with OOE Detail** 3/31/2026 9:19:49AM

90th Regular Session, Agency Submission, Version 1

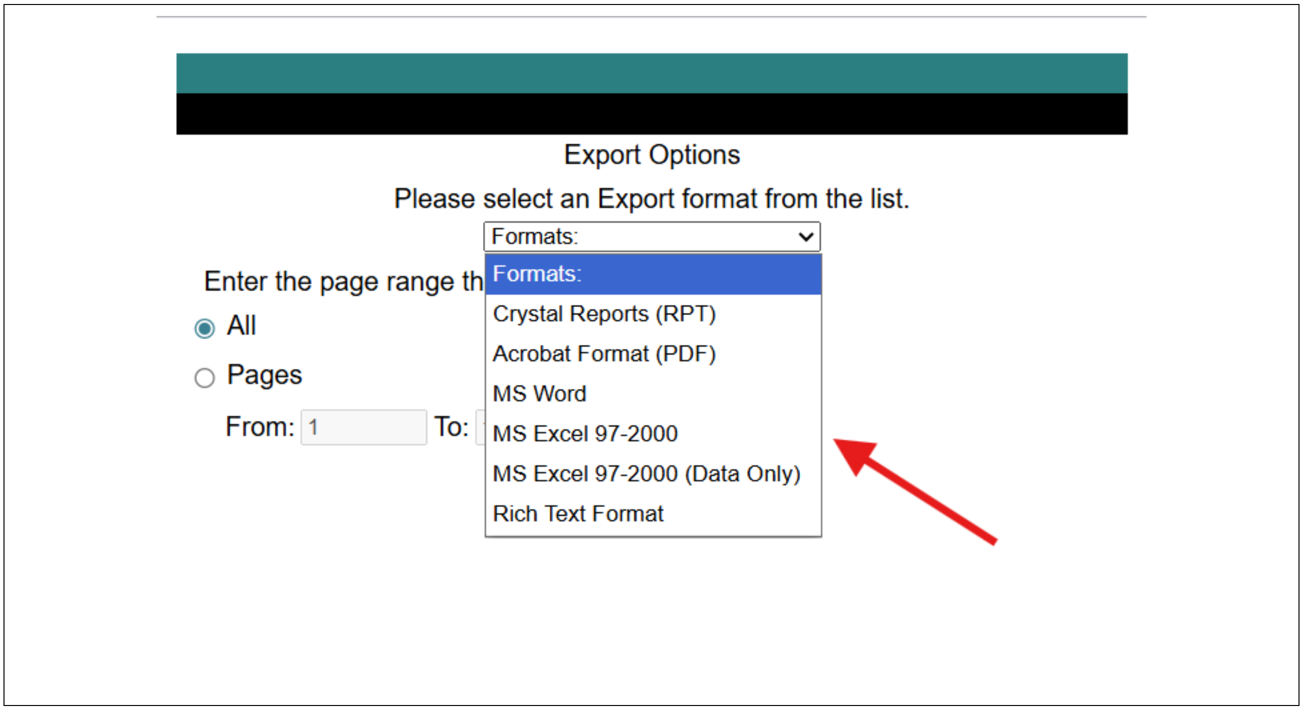
Automated Budget and Evaluation System of Texas (ABEST)

**529 Health and Human Services Commission**

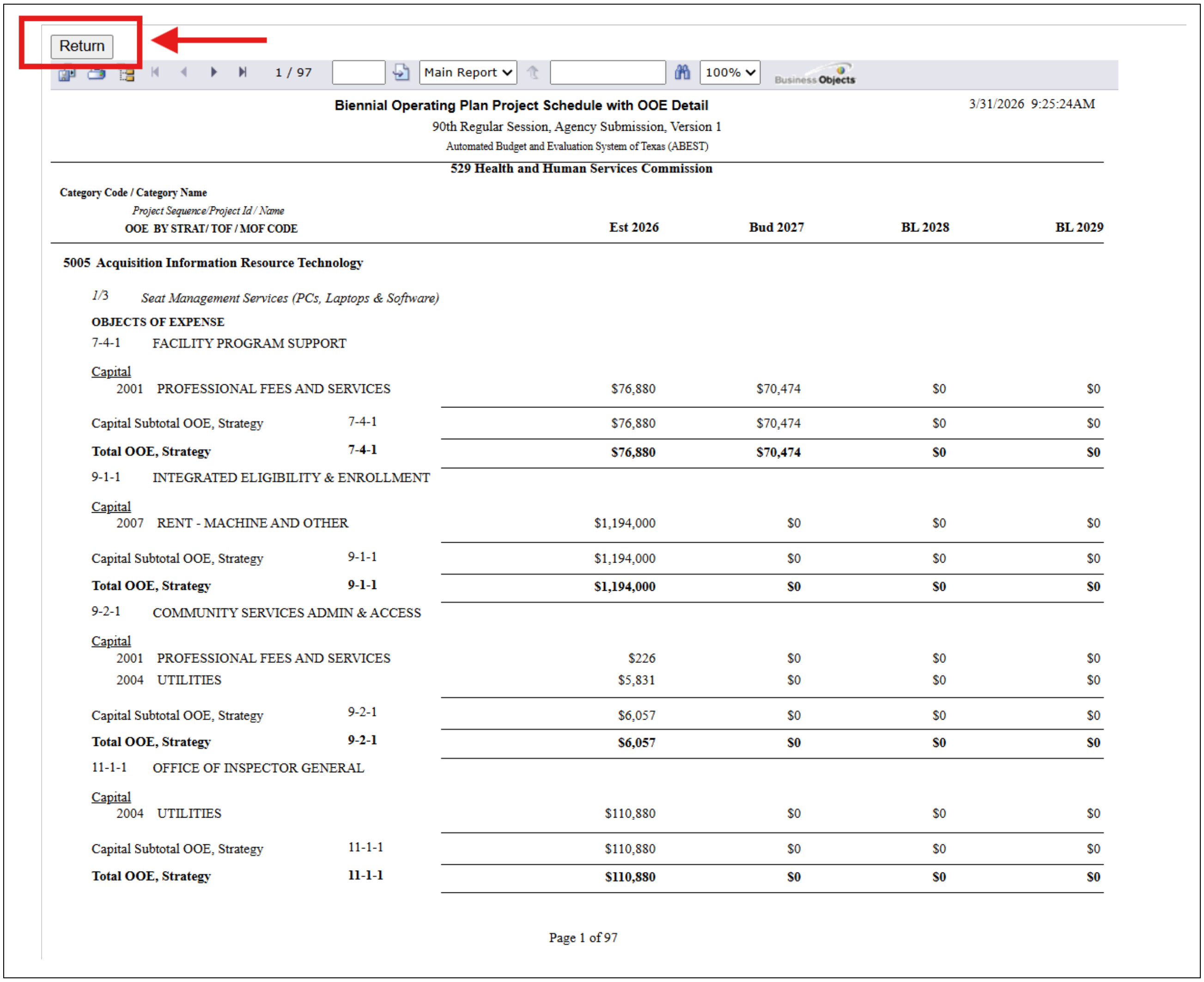
| Category Code / Category Name<br>*Project Sequence/Project Id / Name*<br>OOE BY STRAT/ TOF / MOF CODE | | Est 2026 | Bud 2027 | BL 2028 | BL 2029 |
|---|---|---|---|---|---|
| **5005 Acquisition Information Resource Technology** | | | | | |
| *1/3 Seat Management Services (PCs, Laptops & Software)* | | | | | |
| **OBJECTS OF EXPENSE** | | | | | |
| 7-4-1 FACILITY PROGRAM SUPPORT | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $76,880 | $70,474 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 7-4-1 | $76,880 | $70,474 | $0 | $0 |
| **Total OOE, Strategy** | **7-4-1** | **$76,880** | **$70,474** | **$0** | **$0** |
| 9-1-1 INTEGRATED ELIGIBILITY & ENROLLMENT | | | | | |
| Capital | | | | | |
| 2007 RENT - MACHINE AND OTHER | | $1,194,000 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-1-1 | $1,194,000 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-1-1** | **$1,194,000** | **$0** | **$0** | **$0** |
| 9-2-1 COMMUNITY SERVICES ADMIN & ACCESS | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $226 | $0 | $0 | $0 |
| 2004 UTILITIES | | $5,831 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-2-1 | $6,057 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-2-1** | **$6,057** | **$0** | **$0** | **$0** |
| 11-1-1 OFFICE OF INSPECTOR GENERAL | | | | | |
| Capital | | | | | |
| 2004 UTILITIES | | $110,880 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 11-1-1 | $110,880 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **11-1-1** | **$110,880** | **$0** | **$0** | **$0** |

Page 1 of 97

(5) Select the appropriate export format from the drop-down list and click **OK**. The report will download into the appropriate application. Save the file.



(6) Click **Return** in the top left corner of the report to return to the Reports menu.


Return

1 / 97 Main Report 100%

**Biennial Operating Plan Project Schedule with OOE Detail** 3/31/2026 9:25:24AM

90th Regular Session, Agency Submission, Version 1

Automated Budget and Evaluation System of Texas (ABEST)

**529 Health and Human Services Commission**

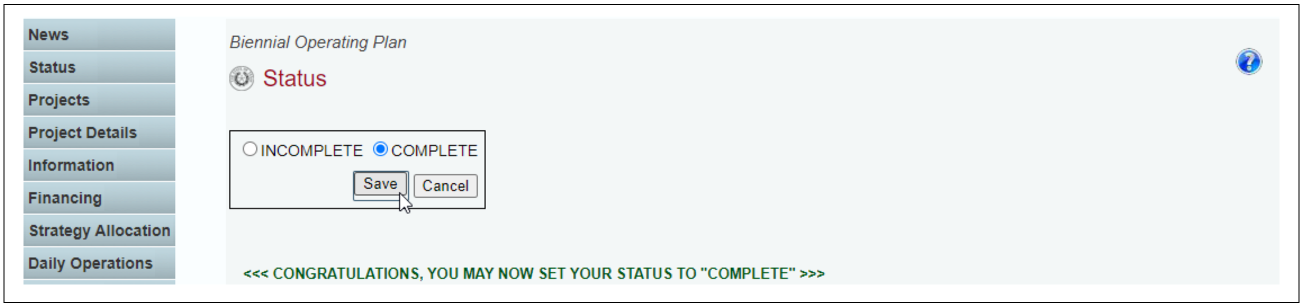
| Category Code / Category Name<br>*Project Sequence/Project Id / Name*<br>OOE BY STRAT/ TOF / MOF CODE | | Est 2026 | Bud 2027 | BL 2028 | BL 2029 |
|---|---|---|---|---|---|
| **5005 Acquisition Information Resource Technology** | | | | | |
| *1/3 Seat Management Services (PCs, Laptops & Software)* | | | | | |
| **OBJECTS OF EXPENSE** | | | | | |
| 7-4-1 FACILITY PROGRAM SUPPORT | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $76,880 | $70,474 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 7-4-1 | $76,880 | $70,474 | $0 | $0 |
| **Total OOE, Strategy** | **7-4-1** | **$76,880** | **$70,474** | **$0** | **$0** |
| 9-1-1 INTEGRATED ELIGIBILITY & ENROLLMENT | | | | | |
| Capital | | | | | |
| 2007 RENT - MACHINE AND OTHER | | $1,194,000 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-1-1 | $1,194,000 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-1-1** | **$1,194,000** | **$0** | **$0** | **$0** |
| 9-2-1 COMMUNITY SERVICES ADMIN & ACCESS | | | | | |
| Capital | | | | | |
| 2001 PROFESSIONAL FEES AND SERVICES | | $226 | $0 | $0 | $0 |
| 2004 UTILITIES | | $5,831 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 9-2-1 | $6,057 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **9-2-1** | **$6,057** | **$0** | **$0** | **$0** |
| 11-1-1 OFFICE OF INSPECTOR GENERAL | | | | | |
| Capital | | | | | |
| 2004 UTILITIES | | $110,880 | $0 | $0 | $0 |
| Capital Subtotal OOE, Strategy | 11-1-1 | $110,880 | $0 | $0 | $0 |
| **Total OOE, Strategy** | **11-1-1** | **$110,880** | **$0** | **$0** | **$0** |

Page 1 of 97

## CHANGING STATUS TO COMPLETE

You must change the BOP status for the agency from **Incomplete** to **Complete** to submit the BOP. Although you can print reports at any time, you should print the final copies **after** changing the status to **Complete**.

Click the **Status** menu, select the **Complete** radio button, and click **Save**.




If you have no closing edits, the BOP status will change to **Complete** when you click **Save**.


**IMPORTANT**

If you have imbalances or other problems with the BOP, they will appear here on the Status screen as closing edits. You cannot change the BOP status to **Complete** until you clear the closing edits. Use the next section of these instructions for help to balance the BOP. When you have cleared all the closing edits, set the status to **Complete**.

After you change the status to **Complete**, the LBB Information Resources (IR) analyst can view the BOP.

To make changes to the BOP after setting the status to **Complete**, call the agency's LBB IR analyst to approve reopening ABEST for the agency. You must change the status back to **Complete** after making the revisions.

## RESOLVING CLOSING EDITS

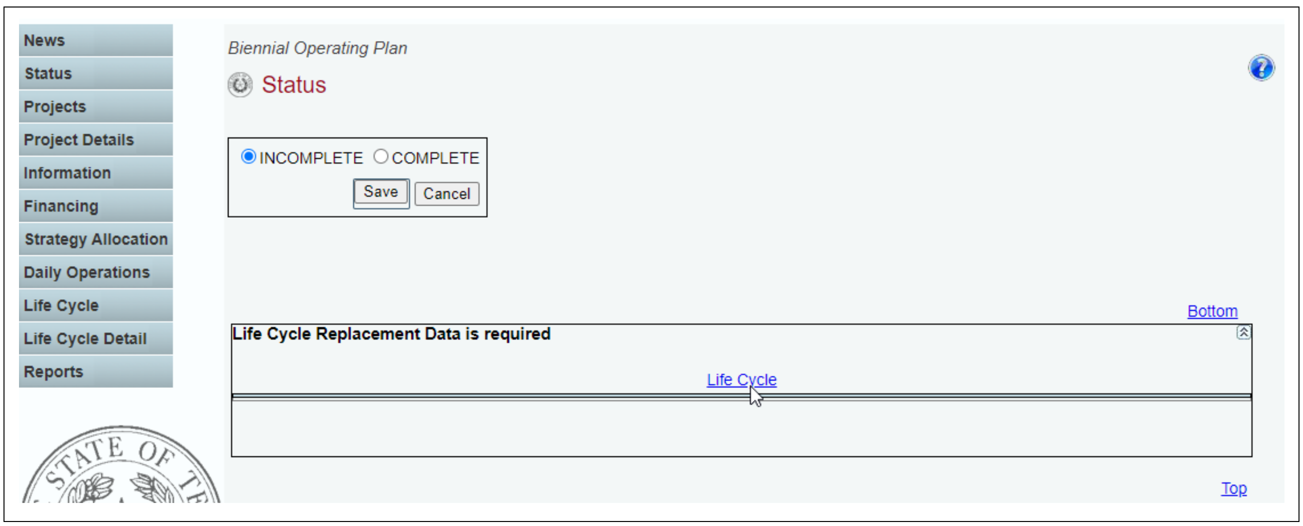
Closing edits will appear on the Status menu if you have failed to enter data or if you entered data incorrectly. Closing edits display important information (e.g., year, OOE, MOF, strategy, sequence, etc.) about the item.

(1) To print the screen, go to your web browser's print command.

(2) Click the hyperlink displayed within each section, as shown below. The hyperlink directs you to the appropriate screen location.

**IMPORTANT**

The hyperlink will direct you to the screen location affected, but it will not show the specific item in question.



Resolve the items listed in each section on the Status screen. Use the hyperlink on the Status screen to navigate to each grid or click on each menu item as the following resolutions indicate. Resolving the issue removes the closing edit from the Status screen.

**NAVIGATION OPTIONS REFERENCE: RESOLUTIONS FOR CLOSING EDITS**

| EDIT | RESOLUTION |
|---|---|
| Missing Information: All fields on the Information Screen are required. Total Project Cost also must be greater than $0. | This edit looks at the Information grid and determines if the agency has entered all required information for each project. Check the Information grid for missing data. |
| Project not linked to Capital Project. | The error message is displayed when a BOP Capital project entered is not linked to a Capital Budget project in the agency's LAR. To clear this edit, select a Related Capital Project on the Projects grid. |
| Daily Operations Categories – MOF/TOF = Difference (Difference must be equal to $0) | This error message indicates differences in the amounts that were entered in the Daily Operations grid. Check the Financing menu for differences between Daily Operations and the Financing grids. |
| Life Cycle – Life Cycle Detail Summary = Difference (Difference must be equal to $0) | This error message indicates that information entered in the Life Cycle grid does not match the information in the Life Cycle Detail grid. When reviewing the Life Cycle Detail grid, review the Category Total against the Difference Total on the Life Cycle Detail grid. |
| Projects Allocation Differences: Financing MOF – Strategy MOF difference | This edit appears if the financing for a capital project does not equal the strategy allocation. OOEs and MOFs must balance. To clear this edit, click the **Financing** menu. The closing edit displays the project number and whether the project is Capital or Informational. Select the project and review the MOF data; revise if necessary and click **Save**. If the edit has not cleared, click the **Strategy Allocation** menu. Select the project and review the OOE data; revise if necessary and click **Save**. OOEs and MOFs should be in balance. |
| Strategy Allocation Differences: Strategy Allocation OOEs = Strategy Allocation MOFs | This closing edit lists OOE and MOF differences by strategy. To clear this edit, click the **Strategy** menu. Select the strategy listed in the closing edit. Adjust OOE and MOF data so that the OOE/MOF Difference row for the strategy shows $0 for each year. |
| MOF TOF Capital Detail – DCS Related Costs Detail = Difference (Difference must be >= $0) | This edit will appear when the amount entered for a project in a specific year for DCS Related Costs is greater than the amount entered for that project in Capital. Remember that Capital is inclusive of DCS. |
| LAR: Strategy > Budgeting – Strategy Allocation = Difference | This error indicates not enough dollars are shown in the Strategy Request to fulfill the dollars that you entered for the Capital Budget |

| | |
|---|---|
| (Difference must be >= $0) | Project. In the LAR under Strategy>Budgeting, enter your requested data for OOEs, MOFs, etc., before entering your data under the Capital Projects/Strategy Allocations menus. |
| LAR: Capital Project Financing – Financing (Summed by Capital Project) = Difference (Difference must be >= $0) | The LAR Capital Budget is inclusive of the BOP; therefore, the BOP projects must be equal to or less than the Capital Projects in the LAR. Select **Financing** from the menu in the BOP and make sure the amounts entered are equal to the Capital Project in the LAR. The edit will display which projects are not in balance. |
| Strategy Allocation (OOEs) – MOF/TOF = Difference (Difference must be equal to $0) | This edit appears if the financing for a capital project does not equal the strategy allocation. OOEs and MOFs must balance. To clear this edit, click the **Financing** menu. The closing edit displays the project number and whether the project is Capital or Informational. Select the project and review the MOF data; revise if necessary and click **Save**. If the edit has not cleared, click the **Strategy Allocation** menu. Select the project and review the OOE data; revise if necessary and click **Save**. |
| Missing Business Case, Workbook or Statewide Impact Analysis for non-6000 and 7000 projects over $5 Million | This edit appears when estimated costs from the Information grid exceed $5.0 million. This edit is only a warning and will not prevent closing and submission of the BOP. |

## BOP APPROVAL PROCESS

Agencies receive appropriation authority through the General Appropriations Act and may receive additional funding through a supplemental appropriations bill. These bill numbers will change each session. After the appropriations and supplemental bills are passed, agencies will be asked to review their BOPs to update project information as a result of funding received for the 2028–29 biennium. Agencies should go to the Project Information tab and update project descriptions. The LBB analyst will make funding adjustments in the BOP. Projects that did not receive funding should be kept for records and clearly stated in the Information tab.

After the agency has completed its updates, the agency should change the BOP status to **Complete**. See Changing Status to Complete for guidance. When an agency sets its status to **Complete**, its BOP is considered approved if no error notifications appear. No edits may be made to an agency's BOP until the next legislative session.

After the agency has set its BOP status to **Complete**, the agency must send its BOP to the Office of the Governor, Budget and Policy Division, and the State Auditor's Office (SAO). The BOP consists of two reports, the "Biennial Operating Plan Project Schedule with OOE Detail" and "Biennial Operating Plan Project Detail." These reports can be found in ABEST by selecting **Reports** from the menu.

The Texas Government Code, Section 2054.103, requires that within 30 days after approval from the LBB, each state agency is responsible for providing a copy of its BOP to the Office of the Governor and SAO. Electronic copies are preferable. The following table shows appropriate addresses for submission.

| BIENNIAL OPERATING PLAN RECIPIENT DETAILS | |
|---|---|
| **ADDRESSES FOR AGENCIES IN AUSTIN** | **ADDRESSES FOR AGENCIES OUTSIDE AUSTIN** |
| Governor's Office of Budget and Planning<br>1100 San Jacinto, Fourth Floor<br>Austin, TX 78701<br>budgetandpolicyreports@gov.texas.gov | Governor's Office of Budget and Planning<br>P.O. Box 12428<br>Austin, TX 78711<br>budgetandpolicyreports@gov.texas.gov |
| State Auditor's Office<br>Attn: Central Files<br>State Auditor's Office<br>1501 N. Congress Ave., 4th Floor<br>Austin, TX 78701<br>submitreports@sao.texas.gov | State Auditor's Office<br>Attn: Central Files<br>State Auditor's Office<br>P.O. Box 12067<br>Austin, TX 78711-2067<br>submitreports@sao.texas.gov |

## BOP AMENDMENT PROCESS

BOP Amendments can be submitted to the LBB using a BOP Amendment Worksheet, which can be found on the LBB website (www.lbb.texas.gov → **Agencies Portal** → **Instructions: Budget Submissions & Other Reporting** → ). An example is shown below.

Agency Name
Project Name

**BOP AMENDMENT**
**WORKSHEET**

AGENCY NAME:

AGENCY CONTACT:

PROJECT NAME:

### Project Description

*Comprehensive description of **what** the agency plans to accomplish in the project and a summary of **how** the agency plans to accomplish the project. (2,000 characters)*

### Project Status

*A Synopsis of the progress to date; notes changes in cost, schedule, or scope since the last plan or amendment; and explains the change. (2,000 characters)*

### Need-analysis Summary

*Define and analyze the problem and demonstrate why the project is needed to solve the problem. (2,000 characters)*

### Project Justification

*Discusses how the agency and its clients will be better served after the project is implemented. (5,000 characters)*

### Outcome Measures

*Agency's analysis of the project cost factors related to the project's anticipated payback, benefit or gain. (1,600 characters)*

### Output Measures

*Agency's analysis of the program- or system-related performance objectives and the measures that will gauge the project's success. (1,600 characters)*

### Acquisition of Alternatives Analysis

*Describe the technical alternatives that your agency considered and analyzed in the process of selecting its information resources solution. (2,000 characters)*

Page 1 of 3

## TROUBLESHOOTING

The following items are excerpted from actual questions and issues raised by agency staff during past calls to the ABEST LBB Help Desk (512-463-3167).

**I have logged into ABEST, but I cannot do anything on my BOP.**

You must change the budget status from **Empty** to **Incomplete** before you can begin data entry. See Changing Status to Complete.

**What is the deadline for my agency to submit its BOP?**

See BOP Submission Schedule, 2026–27 Biennium.

**How do I print my agency's BOP reports from the previous session?**

Click the **Profile Selection** menu, change the profile to the session you want to print, such as 88-R, S01, and click **Save**. See Generating Reports.

**I want to export data from ABEST into a spreadsheet so I can sort the data. How can I do that?**

See Generating Reports.

**ABEST is acting peculiar.**

Sometimes ABEST behaves in a peculiar manner right before it times out. Close the browser window, then reopen it, and log back into ABEST. The Chrome web browser is recommended for accessing ABEST and you can only have one Chrome window open at a time. If you need the instructions open, we recommend downloading the file. If the problem is still occurring, call the ABEST LBB Help Desk at 512-463-3167.

**My capital budget is missing strategies.**

Enter the strategy request data *before* entering the capital budget data.

**I am entering my capital budget data. When I try to enter Project Strategy Allocation data, I receive the message, "All requested OOE funds have been allocated to the project." What should I do?**

Enter the data for the Strategy menu *before* entering the data for the Capital Projects/Strategy Allocations menus.

**I changed my status to Complete, but now I need to revise something.**

Call the LBB budget analyst, who will relay approval to Application Support. Application Support typically can reopen ABEST on the same business day from when the budget analyst receives the initial call.

## DEFINITION OF CAPITAL BUDGET

Capital budget projects are those with a unit cost greater than $500,000 for the biennium. Examples include a piece of hardware or enterprise solution.

These projects also might include similar or identical items with individual unit costs of less than $500,000 that constitute a functionally unified asset or asset improvement. Such items must be grouped together and considered a capital budget project aggregate cost of the items greater than $500,000. For example:

- unified asset – when grouped together, the replacement of 300 personal computers (PC) as a group or separately during the biennium, each with a unit cost of $2,000, exceeds the $500,000 threshold. As a result, the PCs should be identified as a capital project;
- agency information technology (IT) infrastructure – hardware purchases or leases should be aggregated to determine if the $500,000 threshold is met. Likewise, software purchases and telecommunications purchases and leases should be aggregated;
- assets acquired from consultants or contracted service providers – These items include information resource (IR) technologies or other assets developed or acquired through a consultant or contracted services. This grouping applies to assets that ultimately will be owned by a state agency, regardless of whether the asset is operated by a state agency or a contractor. Examples include:
    - a consultant develops a generic licensing system that a state agency will own, operate, and maintain; and
    - a state agency contracts with a vendor to provide automated fraud detection services; when the contract for services ends, the state agency owns the automated system; and
- treatment of leased IR technologies – Leased equipment or software that are components of a functionally unified asset should be viewed as part of the total capital budget project cost and treated like cash purchases of IR technologies. Examples include:
    - an IR technology project requires the addition of computer hardware to support new software. The agency determines that leasing the equipment is more cost-effective than a cash purchase. The project would be considered a functionally unified asset. As a result, the agency should include the annual lease cost in the capital budget project; and
    - an agency determines that it is cost-effective to lease its PCs. The biennial lease cost for these PCs exceeds $500,000. This cost would be considered a functionally unified asset.

Typically, any expenditure directly related to the acquisition of an asset or to placing the asset in service must be included in the cost of a capital budget project, except internal staff costs. The costs of a capital budget project should include costs related to the acquisition of IR technologies, such as the purchase, lease, lease-purchase, or contract of:

- software;
- hardware and computer time;
- facility resources;
- maintenance and training;
- contracted computer services; and
- IR technologies developed and used by a contractor but owned or leased by a state agency.

For example, the costs include those associated with consultant and non-consultant contracts for the initiation, design, or development of a computer system, if those costs are directly related to the acquisition of the system or are necessary to place the system into a production environment.

Certain costs may be identified that are similar to ancillary capital costs, but they do not require the restrictions associated with the capital budget. Such costs may be identified for informational purposes and allocated to related capital budget projects. Such costs would not be included in the capital budget rider, but they would be considered with the overall costs relating to a major IR project, such as agency personnel services and agency personnel benefits.

An agency may contract with one or more project managers to oversee parts or phases of a very large project, and additionally may choose to contract with an independent validation and verification consultant for advice on oversight of the multiple contracts. The agency may choose to pay the consultant from regular operating funds and show the expenditure in the BOP as an informational allocation of noncapital costs.

Please note that agencies are requested to show all costs for DCS/STS with a biennial cost of $100,000 or more as a capital project.

## PROJECT TYPE

### *DAILY OPERATIONS*

Daily Operations are the costs required to sustain information resources (IR) services necessary to maintain agency operations at current levels. These levels are referred to as Baseline Operations.

**NOTE**

For Category 6000 – Daily Operations, the Type of Project defaults to Daily Operations.

### *DATA CENTER SERVICES AND SHARED TECHNOLOGY SERVICES – CAPITAL BUDGET*

Agencies participating in data center services (DCS) as defined by the Texas Government Code, Chapter 2054, Subchapter L, Statewide Technology Centers, (also referred to as Shared Technology Services) must complete a capital budget project schedule.

Information submitted in ABEST for the BOP should be consistent with data submitted in the LAR.

### *ENTERPRISE RESOURCE PLANNING*

Includes the administration of an agency's financial and human resources office systems that help to operate the agency, which include general ledger, accounts payable, accounts receivable, budgeting, inventory, asset management, billing, payroll, projects, grants, and time and labor.

### *CUSTOMER RELATIONSHIP MANAGEMENT*

Includes service and support systems intended to increase the productivity and efficiency of the staff required to support constituents and service requestors. This office category provides customer service and support.

### *CONTENT MANAGEMENT*

Includes document management (native digital documents, not scanned), electronic records management, web content management, knowledge management, search and retrieval, content categorization (taxonomy), digital preservation, and email archiving.

### *DOCUMENT IMAGING AND PROCESSING*

Includes aspects of converting paper documents to electronic form, such as: imaging, scanning, indexing, electronic forms, backfile conversion, workflow, optical character recognition, computer output to laser disk, and computer output to microfiche.

### *ENTERPRISE APPLICATION INTEGRATION/MIDDLEWARE DEPLOYMENT*

Includes the system software and infrastructure that enables intra- and inter-application communications.

### *MOBILE COMPUTING OR WIRELESS TECHNOLOGY*

Includes technology for broadband access to back-end application systems utilizing various topologies. This category ranges from: a mobile device that hosts a full application, managing the user interface, business logic, and local database access logic; to one in which the business logic runs on an enterprise server, and the presentation logic and some basic business logic reside on a client mobile device.

### *SECURITY*

Includes network and client-based firewall and virtual private network deployments; intrusion prevention or detection systems; server-based access controls (e.g., biometrics, smart cards, or other onetime password tokens); encryption (for data in transit, files, public key infrastructure); IT security design reviews; vulnerability scanning, assessment, and testing; malware blocking tools (e.g., application-level attack blocking, virus, spyware, adware, and spam management); automated patch management and security policy compliance tools; physical security for IT assets; and the implementation of forensics, risk, or security assessment tools.

### *VIDEO CONFERENCING AND WEB BROADCASTING*

Includes two-way analog or Internet Protocol (IP)-based video conferencing, and IP-based video broadcasting (one-way, one-to-many, and replay).

### *GEOGRAPHIC INFORMATION SYSTEMS*

Includes the capturing, storing, updating, manipulating, analyzing, displaying, and/or online publishing of geographically referenced information.

### *ELECTRONIC MAIL/MESSAGING/COLLABORATION SERVICES*

Includes projects that encompass messaging and collaboration technologies, including email, in delivering business solutions through application integration, workflow, and remote access, among others.

### *ENTERPRISE MANAGEMENT/ARCHITECTURE PERFORMANCE*

Includes defining, updating, evaluating, developing, purchasing, implementing, managing, and maintaining methodologies and systems for business or systems development processes, and project and program management. Also includes performance measurement and management systems intended to deliver strategic and tactical analysis, and reporting tools to measure and enable an agency to act on its performance goals. Additionally, includes enterprise architecture initiatives.

### *DATA MANAGEMENT AND DATA WAREHOUSING*

Projects include implementing or enhancing tools, architectures, policies, practices, and procedures that properly manage the full data life cycle needs of an enterprise. These projects include data warehouse and business intelligence capabilities to support data analysis and decision-making tasks.

### *LICENSING, PERMITTING, MONITORING, AND ENFORCEMENT*

Includes projects that support licensing or permitting functions of the agency, and related activities such as compliance monitoring and enforcement.

### *INTERACTIVE VOICE RESPONSE*

Includes projects implementing or enhancing telephone self-service functions using either traditional or IP-based interactive voice response technology on Department of Information Resources' (DIR) Texas Agency Network (TEX-AN).

### *VOICE OVER INTERNET PROTOCOL/TELEPHONY MANAGED SERVICES*

Voice over IP (VoIP) Transition – Capitol Complex agencies transitioning from the end-of-life Private Branch Exchange system to a VoIP platform provided by DIR as defined by the Texas Government Code, Section 2170.059.

### *CALL CENTERS*

Includes installation, hosting, and management of call centers or contact centers on the TEX-AN Internet Services Gateway Communications network, offering advanced IP communications features that are managed from a single interface, such as intelligent routing of multichannel contacts, queuing, computer telephony integration, and comprehensive reporting.

### *NETWORK SERVICES*

Includes projects that implement, enhance, or expand wide area network services or Internet access services.

### *ACQUISITION AND REFRESH OF HARDWARE AND SOFTWARE*

Includes projects that are directed primarily to the acquisition, upgrade, replacement, and maintenance of hardware and software for mainframe, server, desktop, portable, and mobile computing. These projects include maintenance and seat management contracts.

**NOTE**

**To DCS Agencies:** Do not include server hardware and software unless it has a DIR-approved DCS exemption.

### *OTHER ADMINISTRATIVE FUNCTIONS*

This category includes projects that do not fit any of the previous categories, and that support agency administrative functions (as opposed to service delivery functions). Identify the administrative function supported.

### *OTHER SERVICE DELIVERY FUNCTIONS*

This category includes projects that do not fit any of the previous categories, and that support agency service delivery functions (as opposed to administrative functions). Identify the service delivery function supported.

### *SOFTWARE AS A SERVICE*

Software as a service (SaaS) is a software delivery model in which software and associated data are centrally hosted on the cloud (see Cloud Computing). Users typically access SaaS by using a thin client, which refers to a computing device that operates from a server instead of a hard drive, via a web browser.

### *CYBERSECURITY*

The protection of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks. Network security is the practice of securing a computer network from intruders, whether targeted attackers or opportunistic malware.

### *LEGACY MODERNIZATION*

Legacy modernization projects should include projects that have the primary purpose of modernizing or replacing a computer system or application that is currently operating with obsolete or inefficient hardware or software, as defined in the Texas Government Code, Section 2054.571.

### *CLOUD COMPUTING*

Internet-based computing that provides shared processing resources and data to computers and other devices on demand. It is a model for enabling ubiquitous, on-demand access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services), which can be rapidly provisioned and released with minimal management effort.

### *APPLICATION REMEDIATION*

Involves the replacement or the process of remedying an application(s) that is undesirable or deficient for use in the State Technology Center. Options to update or replace legacy systems range from straightforward measures (such as re-platforming the hardware or upgrading the software) to replacing the application with a commercial, off-the-shelf solution. In some cases, the application may be consolidated with another application. In other cases, the application can be tolerated and monitored. Applications may have multiple remediation options.

### *ARTIFICIAL INTELLIGENCE*

Any machine-based system that generates outputs from the inputs it receives including content, decisions, predictions, or recommendations impacting agency internal or external operations, as defined in House Bill 149, 89th Legislature, Regular Session, 2025. This definition includes both generative artificial intelligence (AI) and agentic AI forms.

## GLOSSARY

**Agency Biennial Information Resources**

The total funding allocated to projects. Includes all information resources (IR) internal staff costs and IR procurements—whether purchased, rented, leased, leased for purchase, or licensed—for all hardware, software, and services, regardless of the source of funding or method of procurement.

**Capital Project Category Code**

A category assigned to capital projects for reporting and budgeting purposes. For Biennial Operating Plan (BOP) purposes, only Categories 5005, 5008, 5009, 7000, 8000, 9000, and 9500 Acquisition of IR Technologies are valid.

**Daily Operations Project**

A project that includes the costs required to provide for the continuation of IR services necessary to operate the agency at current levels. The category code for Daily Operations is 6000. Upon analysis of daily operations, the Legislative Budget Board (LBB) may identify areas (categories) that could be considered as a capital budget item(s) or as a major IR project.

**Exceptional Items**

Agencies may request funding greater than the baseline level in their Legislative Appropriations Requests (LAR). These requests are referred to as exceptional items. Each exceptional item should demonstrate the enhanced services or increased effectiveness of agency operations that would result from receiving the request. Exceptional items that have an information technology (IT) component that are entered in the LAR should also be entered in the BOP.

**Information Resources**

The procedures, equipment, and software that collect, enter, process, store, retrieve, display, and transmit information. This includes associated personnel such as consultants and contractors. The 89th Legislature, General Appropriations Act (GAA), 2026-27 Biennium, Article IX, Section 9.001, defines a major IR project as provided by the Texas Government Code, Section 2054.003.

**Information Resources Project**

A planned and organized effort to provide IT and resources that support an organization's business functions. A project is typically characterized by well-defined parameters, specific objectives, defined and measurable benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding. Projects belong to one category: projects costing greater than $500,000 during a biennium as defined in the 2026-27 GAA, Article IX, Section 14.03.

**Information Resources Technologies**

Data processing and telecommunications hardware, software, services, supplies, personnel, facility resources, maintenance, and training.

**Method of Finance**

Identifies the source from which funds have been appropriated or are being requested.

See www.lbb.texas.gov/Documents/Reference/MOF_Codes.pdf for a list of method of finance codes.

**Object of Expense**

Expense category used to cover payments for a time or class of item (e.g., the personnel category covers payments for the services of agency employees).

See www.lbb.texas.gov/Documents/Reference/OOE_Codes.pdf for a list of object of expense codes.

**Outcome Measures**

Agency's analysis of the project cost factors related to the project's anticipated payback, benefit, or gain.

**Output Measures**

Agency's analysis of the program-related or system-related performance objectives, and the measures that gauge the project's success.

**Post-implementation Costs**

All associated ongoing costs in the years after a project is placed in production, such as professional fees and services, utilities, and other operating expenses.

**Prioritization of Cybersecurity and Legacy Systems Projects**

Every even-numbered year, before the start of the Texas legislative session, the Department of Information Resources (DIR) reports on state agency cybersecurity projects and efforts to modernize or replace legacy systems. Agencies must submit information about their requests to DIR through the Statewide Portal for Enterprise Cybersecurity Threat, Risk, and Incident Management (SPECTRIM) portal before the agency's LAR due date to be considered in the prioritization report.

**Procurement of Information Resource Technologies**

The acquisition of one or more of the following items, whether purchased, rented, leased, or leased to purchase:

- hardware;
- software and licenses;
- commodities and supplies; and
- services: contract, consultant, maintenance, or training.

**Project Life Cycle**

The Project Life Cycle is the period from the inception date of a project to the date the project is completed and placed in production. An example of a project life cycle is the development of an agency payroll system in which the initial requirements study begins in fiscal year 2026. The design, analysis, programming, and testing of the system occur during a two-year period, and the final system is completed and placed into service in fiscal year 2028. The life cycle of the project is fiscal years 2026-2028.

### Project Life-cycle Cost

A total of all costs associated with a project, including agency personnel services, agency personnel benefits, and IR procurements (whether purchased, rented, leased, leased for purchase, or licensed) for all hardware, software, and services, regardless of source of funding or method of procurement. The project life-cycle costs include all development costs incurred before a project is placed in production. End-user staff advising the project team on user requirements are not included in the project cost, unless more than half of their time is devoted to the project.

### Quality Assurance Team

The Quality Assurance Team (QAT) is authorized by the Legislature to oversee major IR projects within state agencies and institutions of higher education. The QAT consists of staff from the State Auditor's Office, LBB, and DIR. The QAT coordinator is staff at the LBB. See Information Resources Project for additional guidance on IR projects. For more information about the QAT, visit https://qat.dir.texas.gov/.

### Related Procurements or Related Developmental Activity

Actions that produce or acquire components that provide new, greater, or different functionality, capability, or performance; and actions or procurements that independently produce similar qualitative effects or jointly cooperate to produce an effect. Examples of single procurement projects are a mainframe computer upgrade or a power system for the mainframe. Examples of projects with related procurements include: a minicomputer, personal computer, consulting services, training, a new personnel system, an optical drive, file server, network cards, printers, telecommunications costs, and software purchased during a three-year period to upgrade and enhance a local area network.

### Shared Technology Services

Shared Technology Services (STS) include services provided by DIR pursuant to the Texas Government Code, Chapter 2054, Subchapter L, Statewide Technology Centers, also referred to as Data Center Services (DCS). In addition to mainframe, servers, and other traditional data center services, costs included as DCS/STS include printing and mail, application services, managed security services, public cloud services, and other services offered through the program.

### Type of Financing

Descriptor of the MOF. Each MOF must be defined further by what type of financing it is: current appropriations, General Obligation bonds, lease purchase (non-Master Lease Purchase Program), Master Lease Purchase Program, or revenue bonds.

## BIENNIAL OPERATING PLAN SUBMISSION SCHEDULE, 2028–29 BIENNIUM

Agencies and entities not listed are not required to submit a BOP. Court entities submit their IT requests through the Office of Court Administration. Institutions of higher education submit their IT requests through the Texas Higher Education Coordinating Board.

| AUGUST 7, 2026 | |
|---|---|
| Bond Review Board | Texas Commission on Law Enforcement |
| Commission on State Emergency Communications | Texas Commission on the Arts |
| Executive Council of Physical Therapy and Occupational Therapy Examiners | Texas Department of Housing and Community Affairs |
| Health Professions Council | Texas Department of Licensing and Regulation |
| Office of Public Utility Counsel | Texas Emergency Services Retirement System |
| Texas Board of Professional Geoscientists | Texas Ethics Commission |
| Texas Commission on Fire Protection | Texas Funeral Service Commission |
| Texas Commission on Jail Standards | Texas Military Department |
| Pension Review Board | Texas Optometry Board |
| Public Utility Commission of Texas | Texas State Board of Dental Examiners |
| State Board of Veterinary Medical Examiners | Texas State Board of Pharmacy |
| State Preservation Board | Texas State Board of Plumbing Examiners |
| Texas Animal Health Commission | Texas State Securities Board |
| Texas Behavioral Health Executive Council | Texas State Soil and Water Conservation Board |
| Texas Board of Chiropractic Examiners | Texas Veterans Commission |
| Texas Low-level Radioactive Waste Disposal Compact Commission | |
| **AUGUST 14, 2026** | |
| State Office of Administrative Hearings | Railroad Commission of Texas |
| Texas Department of Agriculture | State Office of Risk Management |
| Texas Alcoholic Beverage Commission | Teacher Retirement System of Texas |
| Cancer Prevention and Research Institute of Texas | Texas Historical Commission |
| Dementia Prevention and Research Institute of Texas | Texas State Library and Archives Commission |
| Office of Court Administration, Texas Judicial Council | Texas Board of Nursing |
| Texas Department of Motor Vehicles | Texas Medical Board |
| | Texas Higher Education Coordinating Board |

| | |
|---|---|
| Comptroller of Public Accounts | Texas Racing Commission |
| Texas Facilities Commission | Secretary of State |
| Department of Family and Protective Services | Texas Water Development Board |
| Texas General Land Office and the Veterans' Land Board | Office of the Attorney General |
| Texas Juvenile Justice Department | Texas Department of Insurance |
| Office of Public Insurance Counsel | |
| Department of State Health Services | |
| Texas Department of Public Safety | |
| **AUGUST 21, 2026** | |
| Texas School for the Blind and Visually Impaired | Health and Human Services Commission |
| Texas Department of Criminal Justice | Department of Information Resources |
| Texas School for the Deaf | Texas Parks and Wildlife Department |
| Texas Education Agency | Department of Transportation |
| Employees Retirement System of Texas | Texas Workforce Commission |
| Texas Commission on Environmental Quality | Texas Cyber Command |
| Texas Public Finance Authority | Education Programs – Comptroller of Public Accounts |