Searching the Contract Database

Instructions for Users

Legislative Budget Board
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Overview

The Texas Legislature requires state agencies, with certain exceptions, to report major contracts awarded on or after October 1, 2007, to the Legislative Budget Board (LBB). For more information, see Sec. 322.020 of the Government Code.

State agencies must report all contracts, invitations to bid and comparable requests, and amendments to the LBB using the State Contracts application. This document contains instructions for using this application to search for contract information.

The searchable database of contracts and bid solicitations is available on the LBB’s website for public access. The database displays contracts, bid solicitations, and related information as submitted to the LBB.

The following are exempt from providing the PDF attachment:

- university systems;
- institutions of higher education;
- the Texas Department of Transportation;
- the Health and Human Services Commission;
- the Department of Aging and Disability Services;
- the Department of Assistive and Rehabilitative Services;
- the Department of Family and Protective Services; and
- the Department of State Health Services.

These agencies still need to enter contract, bid solicitation, and amendment information but do not have to attach the contract or bid solicitation files.

Contacts at the LBB

If you have a problem using the State Contracts application that you cannot resolve using this document, please call the LBB’s Application Support Help desk at 512-463-3167.

Finding State Contracts

To enter the State Contracts application, go to the LBB website (http://www.lbb.state.tx.us). Look under the heading *Links* and click *State Contracts Search*, as shown below.
You can also find the contracts database in the left panel of the LBB homepage, under the heading Other Major Publications and Reports, click More. Click the link labeled Contracts, as shown below.

A new screen displays links to publications and reports about contracts. Click the top link, State Contracts Search, to open the State Contracts application for searches. The other links are to LBB publications reporting state contract data by fiscal year.
You do not need a user ID or password to perform searches.

Agencies reporting contract information may also access the Search screen by logging in and clicking Search.

**Searching the Contracts Database**

When you click State Contracts Search as described in the previous section, the application opens to the Search screen.

These four links appear at the top of the screen:

- **LBB Home** takes you to the home page of the LBB’s website.
- **Search** takes you to the main search page.
- **Help** takes you to these instructions.
- **Login** takes agencies to the page where they can log into the application and enter contracts and related information.
The **Search** page allows you to search by document type, fiscal year, agency, vendor, and contract amount. The following sections of these instructions describe searching in more detail. You may use multiple search fields as needed to target the information you seek.

When you have entered your search criteria, click the **Search** button, as shown below.

A screen displays the results of your search. Click **View** to open a PDF, as shown below. You must have Acrobat Reader installed on your computer to view PDFs. Click the icon at the bottom to download it if necessary.

Keep in mind that some agencies and all institutions of higher education are exempt from providing a PDF. In those cases, no **View** button will appear.

**Searching by Document Type**

On the **Search** screen, the document type selected by default is **Contract**, as shown below.
To search for bid solicitations (invitations to bid and requests for offer/proposal/qualification/quotations), select **Bid Solicitation** from the drop-down list.

To search for documents meeting both criteria, select **All** from the drop-down list.

**Searching by Fiscal Year**

To search for contracts and/or bid solicitations in effect by state fiscal year, select a year from the drop-down list, as shown below.

If you do not select a fiscal year, your search will include all fiscal years listed.

**Searching by Agency**

An alphabetical list of state agencies and institutions of higher education that have submitted contract or bid solicitation information appears when you click the **Agency** drop-down list, as shown below. If you know the agency you wish to search for, simply select it.
For help searching for agencies, click the **Agency Search** link, as shown below.

The **Agency Search** screen appears, shown below. Enter a keyword(s) and click **OK** in the top panel.

Agencies with the keyword you entered in their name appear below. Select an agency and click **OK** in the bottom panel, as shown below. To search on a different keyword, clicking **Reset** clears your keyword.
The agency name now appears on the Search screen in the Agency field, as shown below.

If you do not select an agency, your database search will return all contracts and/or bid solicitations submitted by agencies that meet your other search criteria.

**Searching by Vendor**

An alphabetical list of vendors for all contracts and bid solicitations submitted by agencies appears when you click the Vendor list, as shown below.
If the list of vendors is long, you may also search for a vendor. Click the Vendor Search link, as shown below.
The **Vendor Search** screen appears, shown below. Enter a keyword(s) and click **OK** in the top panel. You may search only on alphanumeric characters.

Vendors with the keyword you entered in their name appear below. Select a vendor and click **OK** in the bottom panel, as shown below. Click **Reset** to search on a different keyword.

The vendor name now appears on the **Search** screen in the **Vendor** field.

If you do not select a vendor, the database will find all contracts and/or bid solicitations that meet your other search criteria.

**Searching by Contract Value**

Here are some guidelines for searching by contract value:

- These fields apply only to contracts, not to bid solicitations. These fields appear disabled if you are searching for bid solicitations.
- You may enter only numeric values in the **Minimum Value** and **Maximum Value** fields—do not enter dollar signs or commas.
- Enter whole dollar amounts. The database rounds cents to the nearest dollar.
- You may enter a **minimum** contract amount, and the database will return all contract amounts meeting the minimum and above.
- You may enter a **maximum** contract amount, and the database will return all contract amounts meeting the maximum and below.
- You may enter both a **minimum and maximum**, and the database will return all contract amounts in that range.
- To find a **specific value**, enter it in both the minimum and maximum fields.
If you do not enter an amount in either field, your search will return all contract amounts meeting your other search criteria.

**Viewing Search Results**

After you select your search criteria and click **Search**, the screen displays the results, as shown below. The screen displays 100 records per page.

Click **View** to open the PDF in Adobe Reader. (To download Adobe Reader, go to [http://get.adobe.com/reader](http://get.adobe.com/reader). Note that some documents are submitted in multiple parts, as in the example below.

If no **View** button appears for a search result, the agency or institution is not required to submit a PDF with their contract or bid solicitation information.

You may click **Export to Excel** to export the results to an Excel worksheet; click **Export to Word** to export the results to a Word file. Exporting does not include the PDF file, but it does include all pages of search results.
<table>
<thead>
<tr>
<th>Agency</th>
<th>Category</th>
<th>Id</th>
<th>Version</th>
<th>Subject</th>
<th>Document Type</th>
<th>Award Date</th>
<th>Initial Complete Date</th>
<th>Complete Date (Includes Amendments)</th>
<th>Part</th>
<th>Initial Contract Amount</th>
<th>Contract Amount (Includes Amendments)</th>
</tr>
</thead>
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<td>Services</td>
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<td></td>
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