



## **Texas Comptroller**

### **CONTRACTS & PROCUREMENT**

#### **DOCUMENTATION CHECKLIST**

*This optional checklist can help you prepare the elements required for the **Contracts and Procurement Transparency Star**. See the [guidelines](#) for further details.*



#### **Webpage or Section of Website**

- General narrative overview of the transparency area.
- Three (3) clicks or less from the homepage.

#### **Contracts and Procurement Summary**

- Spending on procurement and contracting activities expressed as total and per capita or per student amounts.
- Total number of publicly posted bidding and contracting opportunities opened (invitation for bids or requests for proposal).
- Total number of closed bids/solicitations or awarded contracts.
- Total dollar amount of bids received from invitations for bids or requests for proposals.
- Total dollar amount awarded from contracts.

#### **Visualizations**

- Time trend showing authorizations versus actual procurement expenditures for past five fiscal years.
- Total contracts broken down by business sector (e.g., construction, nonconstruction) or other meaningful categories or subcategories for the last completed fiscal year.

## Documents

Post the following documents separately from audits and annual financial reports:

- Bid documents.
- Intent to award documents.
- Awarded, competitively bid contracts.
- Vendor registration forms and/or guide.
- Procurement manual or written purchasing procedures document.
- Glossary of procurement terms.

## Downloadable Data

- Vendor check register dataset (date, type of transaction, amount, purpose description, payee, etc.) for the past three complete fiscal years.
- Dataset on open contracting and bidding opportunities and closed solicitations for the past three complete fiscal years.

## Other Information

- Links to contracting and procurement statutes Local Government Code Sections 252.021-.0436, 262.021-.030 and 271.021-.029, Texas Government Code Sections 2269.101-411 and Texas Education Code Section 44.031.
- Links to applicable GASB statements or other reference resources.
- Local contact information of procurement/purchasing officer (i.e., email and phone number).